



# BJA Committee Unification Workgroup

Final Report

2014

## EXECUTIVE SUMMARY

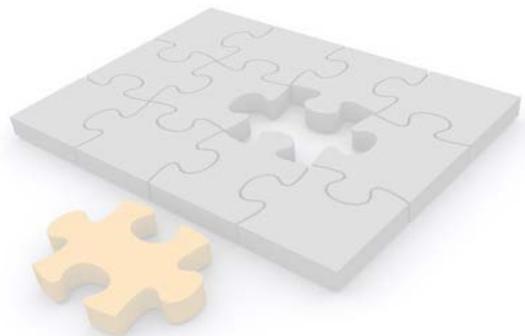
This document provides an executive summary of the proposed recommendations for surveying and publishing the configuration of a complex system of boards, committees, commissions and workgroups of the Washington State judicial branch. The Washington State judicial branch is a highly decentralized judiciary and the organizations which support courts are a reflection of that decentralized structure.

Recommendations from the BJA Committee Unification Workgroup and the Board's subsequent action pursuant to their recommendations represent a far-reaching attempt at trying to identify this complexity and standardize how these bodies are organized. The workgroup identified 203 associations, boards, commissions and committees and based their recommendations upon the assumption that the BJA's role in a decentralized system is to act as a coordinating body that facilitates communication and interaction across and between all levels of court, commissions, boards, and other entities addressing matters of policy concern to the Washington courts.

Acting as a coordinating body, instead of a body with the authority to consolidate, the BJA focused its efforts on information-gathering and sharing. The Board moved forward to encourage participation from organizations to review their operations and submit detailed operational information.

Within the report is a compilation of the workgroup's efforts, the Board's action and the respective responses from various judicial branch organizations. Cataloguing and publishing this information emphasizes the complexity of this environment and will hopefully be considered an achievement for those engaging in work in the various organizations. The ability to survey the organizational landscape can be helpful for boards who are undertaking new work or committees who are looking to partner with others in their current projects.

Finally, much of the work of the Committee Unification Workgroup laid the foundation for the organizational re-structuring of the BJA itself. The Board created different standing committees which correspond more directly to the type of work they believe will help fulfill their duties and the principal policy goals of the judicial branch. The Board continues to work on the streamlining of active committees and elimination of inactive committees to make the most efficient use of resources within the BJA.



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## Board for Judicial Administration

### BJA Committee Unification Workgroup Charter

#### **Charge:**

The existence of multiple boards, commissions, task forces, work groups, subcommittees, and other entities all working on the same or similar issues has created confusion, duplication of efforts, occasional work at cross-purposes, and strain on judge, clerk, court administrator and AOC staff time.

In an effort to reduce duplication and increase efficiency by strategically using officials' time in select workgroups, the BJA Committee Unification Workgroup (Workgroup) is created. The Workgroup shall function as an ad hoc workgroup of the Board for Judicial Administration (BJA) created to develop a proposal for the consolidation of like-minded committees, task forces, work groups or other entities.

The Workgroup should review the list of existing boards, commission, task forces, work groups, subcommittees, and other entities as outlined in the Program Review Draft submitted to the BJA in October 2012, as well as any others that they may be aware of.

The Workgroup should consider whether any such like-minded groups could be combined in a manner that retains meaningful input from interested stakeholders but reduces duplication of efforts and unnecessary confusion as well as undue burden on judges, clerks, court administrators, court personnel, and/or AOC staff.

Recommendations to the BJA should include whether any groups can be combined as outlined above; whether the combined groups should exist under the auspices of the BJA or another entity; and/or whether the work of the group has been completed and the group should be discontinued.

**Workgroup Operating Period:** November 2012 – September 2013

### *Meeting Schedule and Objectives*

<b>Meeting Date</b>	<b>Location</b>	<b>Objectives</b>
November 2012	SeaTac	<ul style="list-style-type: none"><li>• Initial discussion</li><li>• Development of meeting schedule</li></ul>
November 2012 - February 2013	SeaTac	<ul style="list-style-type: none"><li>• Development of proposed changes</li></ul>
February 2013	SeaTac	<ul style="list-style-type: none"><li>• Presentation of proposed changes to full BJA</li></ul>

### *Membership*

Judge Deborah Fleck	King County Superior Court
Judge Janet Garrow	King County District Court
Judge Jill Johansen	Court of Appeals, Division II
Judge Kevin Korsmo	Court of Appeals, Division III
Judge Linda Krese	Snohomish County Superior Court
Judge Michael Lambo	Kirkland Municipal Court
Justice Susan Owens	Supreme Court
Judge Kevin Ringus	Fife Municipal Court
Judge Ann Schindler	Court of Appeals, Division I
Judge Scott Sparks	Kittitas County Superior Court
DMCJA representative	

### *AOC Staff*

Jennifer Creighton, Court Services

Mary Beth Brown, Policy and Planning

## REPORT TO THE BOARD FOR JUDICIAL ADMINISTRATION

### *Workgroup Charge*

The Board for Judicial Administration (BJA) formed the Committee Unification Workgroup under a charter in November 2012 (on page 1). The purpose of the workgroup was to make recommendations to reduce the confusion and duplication of effort associated with the myriad of committees, boards and commissions undertaking work within the judicial branch of the state of Washington. The charge states that the expected product of the workgroup was a proposal for the “consolidation of like-minded committees, task forces, work groups and other entities.” The charge also states that the proposal developed should seek to “retain meaningful input from interested stakeholders” while reducing confusion and “undue burden on judges, clerks, court administrators, court personnel and/or AOC staff.”

### *History and Context*

The BJA has ongoing concerns about the committee structure in the judicial branch and how to ensure coordination and effective use of limited resources to address key priorities. The pressures and increasing competition for resources from state and local budgets since the onset of the Great Recession of 2008 gave additional impetus to addressing the committee structure in 2013. Members of the Washington State Legislature became aware of the workgroup’s charge during the 2013 Legislative Session and were appreciative of its efforts to increase efficiencies and reduce costs.

The issue of bringing focus to committee work was raised most recently at the BJA retreat held September 21-22, 2012 as one key to improving the effectiveness of the BJA. At the same time, a team of consultants from the National Center for State Courts (NCSC) arrived at the same conclusion after conducting interviews with key judicial branch leaders. As a result, the BJA created the Committee Unification Workgroup in November 2012. At the same time, the BJA chartered the BJA Restructure Workgroup to look at the governance and committee structure of the BJA itself. The BJA Restructure Workgroup was expected to propose a new set of standing committees for the BJA, so the Committee Unification Workgroup started with the intention of including in its findings and suggestions recommendations to organize some of the work of existing committees under the proposed standing committees. When the BJA Restructure Workgroup’s recommendations were not accepted by the BJA in August 2013, the Committee Unification Workgroup continued its work to meet its charge within the current BJA structure.

### *Membership*

Judge Scott Sparks, Chair

Judge Deborah Fleck (term ended 6/30/2013)

Judge Janet Garrow

Judge Jill Johanson

Judge Linda Krese

Judge Michael Lambo

Justice Susan Owens

Judge James Riehl (term ended 6/30/2013)

Judge Ann Schindler

Judge Kevin Korsmo

Judge Kevin Ringus

Judge Vickie Churchill (term began 7/1/2013)

Judge Judy Jasprica (term began 7/1/2013)

Judge Kim Prochnau (term began 7/1/2013)

#### **Staff:**

Jennifer Creighton & Mary Beth Brown, AOC

## *Timeline*

The workgroup convened on December 14, 2012 and met seven times through September 20, 2013. Some members ended their terms on the committee as of July 1, 2013 and were replaced by new members of the BJA as indicated above.

## *Process and Approach*

In the first meeting, the chair, Judge Sparks, led a discussion about how to approach the charge given to the workgroup. The direction set was to group the committees by topic and to arrange meetings around groups of committees that appeared to be aligned by subject matter. Judge Johanson sought a means to sort the committees according to the “best and highest use of resources” and requested that the workgroup use the guidance of the 2010 customer service survey of AOC activities as well as “Maintaining Justice: A Profile of the Administrative Office of the Courts” (2012) that describes the activity of the agency. The workgroup requested that AOC staff contact each chair of the committees and the AOC staff participating in or staffing committees to assess the committee’s status, current activities and plans for the near future.

The following were the categories used to group the committees and the number of committees associated with each. Several committees fell into more than one category. The total number of associations, boards, and commission committees reviewed by the workgroup was 203.

<i>Education</i>	<i>Budget/HR</i>
<i>Technology: Standing Committees (non-project)</i>	<i>Legislation</i>
<i>Traffic and Vehicle</i>	<i>Jury Management</i>
<i>Problem Solving Courts</i>	<i>Sentencing and Supervision</i>
<i>Regional courts</i>	<i>Court Security</i>
<i>Rural Courts</i>	<i>Court Rules</i>
<i>Miscellaneous (Water workgroup, Byrne JAG)</i>	<i>Ethics</i>
<i>Best Practices</i>	<i>Guardians/Elder Abuse</i>
<i>Research</i>	<i>Juvenile Justice</i>
<i>Court Management Council</i>	<i>Child Welfare</i>
<i>Court Records</i>	<i>Court Access</i>
<i>Public Trust and Confidence</i>	<i>ATJ</i>
<i>Technology</i>	<i>Court Facilitators</i>
<i>JISC Committees</i>	<i>Interpreter Commission</i>
<i>Other Technology Committees</i>	<i>Diversity</i>
<i>BJA Committees</i>	<i>Minority and Justice Commission</i>
<i>Planning</i>	<i>Gender and Justice Commission</i>

The list of committees was generated in 2012 when AOC requested that any staff person with responsibilities for a committee provide information on that committee, the purpose, activities, staffing commitment, and membership. Part of the process involved making corrections to the list based on current information, as the committee structure for some of the commissions, boards and associations have been changed to adapt to current priorities. The original list was organized alphabetically by the parent association, board, or commission.

## RECOMMENDATIONS REGARDING INDIVIDUAL COMMITTEES

At each meeting, AOC staff presented AOC's review and recommendations regarding groups of committees, boards and commissions addressing related issues. The approach presumed that the committees addressing like subject matter might be candidates for consolidation or collaboration. The workgroup reviewed recommendations related to each individual committee. The workgroup's decisions can be found in [Attachment 1](#) of this report.

The organization of the list of recommendations in [Attachment 1](#) reflects the sensitivity the workgroup had to seek consultation from the governing bodies that had created any of the groups reviewed during this process. Each recommendation is only that; a recommendation based on the information available to the workgroup. The majority of the committees reviewed were created by the BJA, the Supreme Court, one of the associations, an organization outside the judicial branch or by AOC and the recommendations are listed according to these categories. Those with the authority to create or terminate the committees are encouraged to review their own committees and take into account how their work aligns with others addressing similar issues within the branch. Active and voluntary networking throughout the branch among those working on similar issues will be necessary to support continued focus of committee work on the judicial branch's highest priorities.

### *Board for Judicial Administration Committees*

The individual recommendations for the BJA and its committees and workgroups are listed beginning on page [A1 of Attachment 1](#). In addition to the individual committee recommendations, the workgroup recommends that the BJA reconsider the portion of the restructure proposal related to the establishment of four standing committees.

In addition to the Policy, Legislative and Budget Committees, the workgroup recommends the BJA institute a standing Education Committee. The workgroup further recommends that other subcommittees and workgroups addressing related issues are organized under the major standing committees to facilitate information sharing, coordination and effective decision making. Committees and workgroups that can be organized under a standing committee are noted in the "Recommendation" column of [Attachment 1](#). This would ensure that programs are coordinated with and available to all committees active within the judicial branch.

### *Supreme Court Boards, Commissions and Committees*

The Supreme Court, either by court rule or court order, has created the boards and commissions listed on page [A3 of Attachment 1](#). The workgroup asks that the BJA submit these recommendations to the Supreme Court so that the Supreme Court might consider them and provide appropriate direction to the boards and commissions under its auspices.

### *Association Committees, Subcommittees and Workgroups*

Similarly, the workgroup acknowledges the independence of the various associations active in the judicial branch and their power to create, maintain, and terminate committees, subcommittees, and workgroups. The workgroup asks that the BJA submit the recommendations for consideration to each appropriate association so that they might consider them and how best to coordinate their work with others within the judicial branch. In most cases, the workgroup has chosen to make “no recommendation,” deferring instead to the relevant association to consider the need to sunset, reconstitute, or refocus a given committee.

### *External associations with recommendations for AOC participation*

The fourth set of committees is governed by organizations outside of the judicial branch. They may be convened by executive branch agencies, such as the Department of Licensing, the Office of the Chief Information Officer, or the Department of Social and Health Services. Some workgroups are convened by the Legislature, private non-profits or a federal agency. What they have in common is that they require support or participation by AOC staff. The workgroup’s recommendations are meant to support the State Court Administrator in allocating staff resources as wisely as possible, with full recognition that participation in many is obligatory and cannot be withdrawn.

### *AOC Committees*

The last set of committees in [Attachment 1 – Recommendation on Committees](#) lists those created by AOC itself to meet its obligations and to advance its work. The workgroup asks that the BJA communicate these recommendations to the State Court Administrator and communicate its willingness to offer assistance where needed to address needs to balance demands on AOC staff in supporting the extensive committee structure.

## **RECOMMENDATIONS REGARDING JUDICIAL BRANCH COMMITTEE STRUCTURE AND MANAGEMENT**

In addition to considering each committee on a case by case basis, the workgroup has examined the general state of committees in the judicial branch and arrived at additional recommendations to the BJA to better manage committees, resources allocated to them and the communication between the BJA and other boards, commissions and associations regarding the work and activities of the committees created under their authority.

Throughout the process of reviewing the judicial branch committees, as well as others external to the branch, the workgroup grappled with recurring issues that constrained the scope of their authority and ability to streamline the judicial branch’s committee structure. The workgroup deferred to the associations, commissions and other boards to largely manage their own committee structure. The workgroup also hesitated to direct AOC resources while at the same time understanding the strain on AOC to adequately and effectively support all committee work. The question of how the various boards, commissions, and associations would align with one another and keep one another informed of policy initiatives led to thoughtful yet inconclusive conversations. The learning process yielded the following operating assumptions that guided the workgroup’s decisions and led to the general recommendations.

### ***Operating Assumption #1: BJA and its role with other boards, associations, and commissions***

The Board for Judicial Administration is only one of many authorizing entities that may create, maintain and terminate committees in the judicial branch. The authority to create boards, committees, and commissions is derived from statute (e.g., the associations) or from Supreme Court order or rule (e.g., the boards and commissions). With the exception of BJA's own committees, the BJA Committee Unification Workgroup is putting forward recommendations rather than directives for the consideration by other boards, associations, and commissions within the judicial branch.

### ***Operating Assumption #2: AOC staff resources***

While the BJA currently does not direct the activities of AOC or the duties assigned to its staff, AOC allocates staff resources to committees on a case by case basis, whether the requests come from associations, commissions, boards, collaborating state agencies or other judicial partners and stakeholders. The workgroup acknowledges the strain on AOC staff to balance competing needs for committee support with limited resources.

### ***Operating Assumption #3: Communications across committees***

Policy issues and decisions are being considered throughout the various committees in the judicial branch on a regular basis. The communication channels and reporting relationships between the various boards, commissions, and associations are largely ad hoc and informal.

The BJA has a role to guide policy in the judicial branch of the State of Washington and as such has a concern with the global picture of policy related work being conducted throughout the complex and dynamic committee structure. The BJA's role in a decentralized system is to act as a coordinating body that facilitates communication and interaction across and between all levels of court, commissions, boards, and other entities addressing matters of policy concern to the Washington courts.

## **RECOMMENDATION #1**

The workgroup recommends that every BJA authorized entity review and assess their current committee structure and align their committees with the proposed standard for creating, managing, and reviewing committees. The intent is to separate ongoing committees, focused on internal issues, from those that are policy focused, project oriented or of a defined scope that would be candidates for alignment with others throughout the judicial branch.

### **All committees would adopt a charter containing the following information:**

- Committee title
- Authorization (court rule, court order, by-law, statute or other)
- Charge or purpose
- AOC staff support required
- Policy area
- Other branch committees addressing the same topic
- Other branch committees to partner with
- Committee type: standing, subcommittee, workgroup

Membership  
Term limit  
Duration/review date  
Budget  
Reporting requirements (i.e., quarterly to the BJA, the authorizing organization and/or other entities addressing same topic)  
Expected deliverables or recommendations

**Create and adopt a standard for committees that would include an agreement on the following items:**

Committee types  
Committee duration limit to two years unless specifically extended after review  
Commitment to periodic review, including a reporting requirement on activities, decisions, and initiatives  
Formal request for AOC staff support and resources

## RECOMMENDATION #2

The workgroup recommends BJA send a letter containing the Committee Unification Workgroup's recommendations to the following courts and associations that have the authority to create, maintain, and terminate committees:

- Supreme Court
- Court of Appeals
- Superior Court Judges Association
- District and Municipal Judges Association
- Washington Association of Juvenile Court Administrators
- Washington Association of Superior Court Administrators
- District and Municipal Court Managers Association
- Washington State Association of County Clerks
- The State Court Administrator

The letter would include Recommendation #1 above to standardize committee management as well as the relevant recommendations for each recipient from [Attachment 1](#).

The Supreme Court, the Court of Appeals and the associations would be asked to communicate with the boards, commissions, and committees under their jurisdiction to consider the workgroup's recommendations and to voluntarily commit to implementing the proposed chartering and committee standard in their own committee structure.

## RECOMMENDATION #3

BJA ask AOC to develop a proposal to support tracking ongoing committee work within the judicial branch that supports collaboration and interaction through web based tools.

An interactive tracking database of all judicial branch committees could be designed to support reporting requirements to the BJA, track AOC staffing requests, and facilitate information sharing across the judicial branch. A web based tool could be a repository of all the active committees requiring AOC staffing or support.

Should such a tool be built by AOC, the workgroup recommends that BJA endorse the reporting and data entry requirements for all committees throughout the judicial branch. Each committee could be asked to keep its own contact information, membership and ongoing activities current in this tracking system. The information could be accessible to the members of other committees to facilitate coordination and networking among those engaged in similar or related topics and to support voluntary coordination in a vibrant and active decentralized committee structure.

## BOARD ACTION TAKEN

- On November 15, 2013, the BJA voted to adopt the committee's three recommendations and also created four new standing committees: Budget and Funding, Education, Legislative and Policy and Planning.
- On January 17, 2014, the BJA voted to propose an amended BJAR 3 to reflect the adoption of the new standing committees. The BJA also agreed to engage in an interim work plan which would create charters for the newly approved standing committees.
- On March 3, 2014 the BJA co-chairs sent a letter to twenty-two judicial branch entities that use AOC staff resources to carry out their work encouraging them to review and assess their current committee structure, adopt a charter with specific information and to create and adopt a standard for committees. In August, a follow-up letter was sent to those who had not responded to the initial request.
- On July 18, 2014, the BJA adopted the charters for the four new standing committees and reviewed the status of other BJA committees, slating the rest of the committees for re-organization or elimination.

## RESULTS OF ACTION

This report represents the final product of the Board related to the workgroup's recommendations and their implementation.

Currently, there is no collaborative web-based tool which is accessible to external and internal users of Inside Courts. AOC has explored plans to use Microsoft's SharePoint product and is in the process of reviewing its ability to expand access to users outside of AOC. The current committee information will be included in this report and on the internal SharePoint site which can be accessed by AOC staff. Upon review of the information submitted, it did not identify the level of AOC staff support or ongoing activities of the committee. BJA staff will continue to look for opportunities to gather and share this information among AOC staff and committee members and the status of the SharePoint option.

Seventeen organizations responded and fifteen sent materials in response to the request. The materials related to the request and the responses are included as [Attachment 2](#) of this report. The information provided by the individual organizations ranged from one page summaries to detailed charters. As can be surmised from a review of the provided material, there are several different authorities which enable the commissions, committees and workgroups. These include statutory authority, court rule or most commonly, Washington State Supreme Court Order.

Unfortunately, the information gathered did not give a clear picture of the type of work plans or projects that the organizations are engaged in, nor did it give enough qualitative information about the use of staff resources to make specific recommendations related to consolidation outside of the BJA committees. Some of the material provided detailed information on committees and subcommittees and some did not.

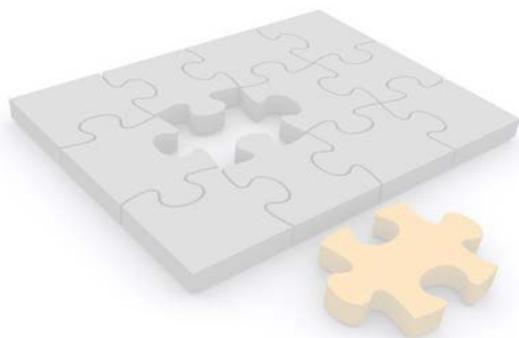
Ultimately, the workgroup's recommendations focused more on gathering and making information accessible than attempting to combine like-minded groups. The information contained in this report could serve as the foundation for such an endeavor but would likely need to be supported by additional data and further discussions with the organizations themselves.

Aside from the committee's original goal of consolidation, the BJA opened a dialogue with judicial branch partners about organization and operations which furthered the objective contained within the 2008 Long Strategic Plan of promoting communication within the judiciary to facilitate dissemination of information and allow for feedback, input and coordination of effort. Representatives from some committees commented that it was a valuable exercise to reflect upon their operations and make more conscious decisions about how they are organized. A few organizations found that they had dormant or under-used committees and work groups and eliminated them from their structure.

## CONCLUSION

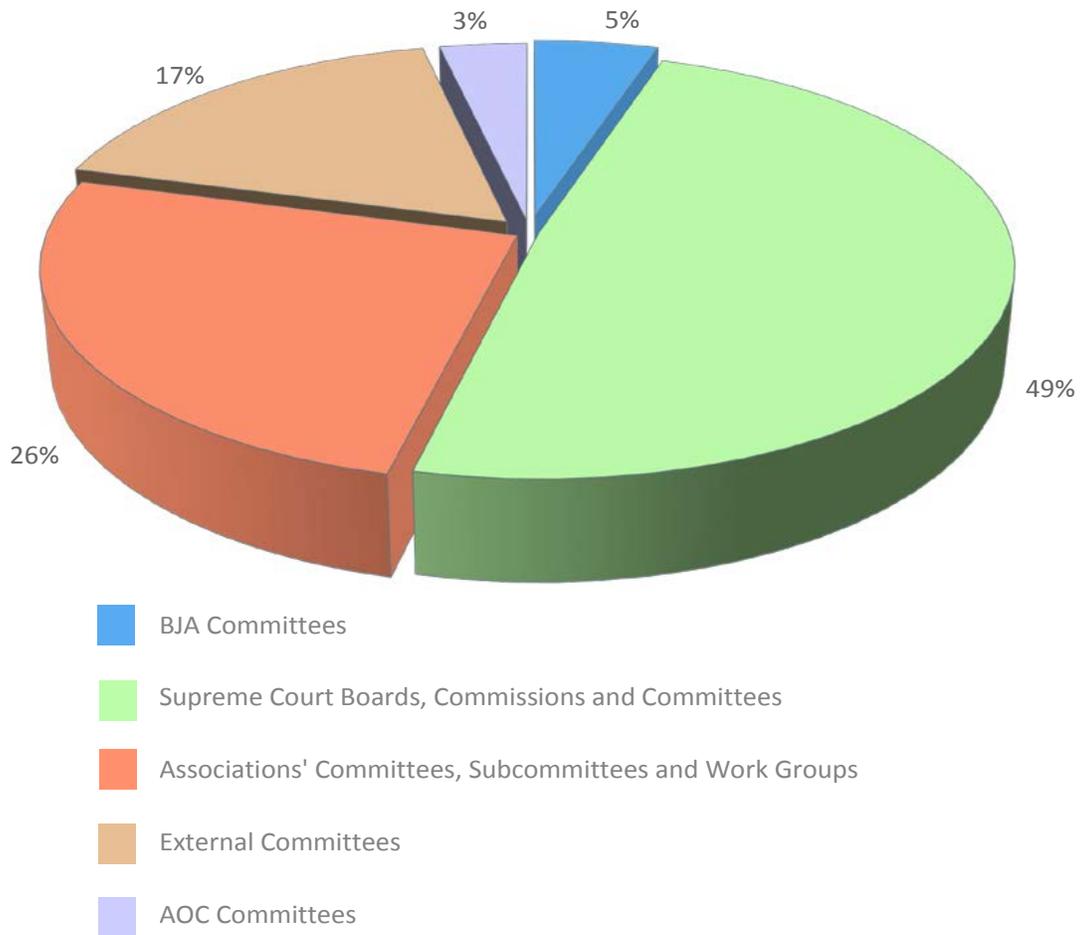
Through this effort, the Board has:

- Created a standard framework for boards, commissions and committees to document and manage their committees.
- Created and published a global survey of judicial branch committees, commissions and work groups which includes their purpose and other information.
- Engaged in a substantive review of the BJA standing and regular committees resulting in streamlining active committees and eliminating or transforming dormant committees.
- Created a BJA Education standing committee which will continue work with the Board for Court Education and look for opportunities to consolidate resources and functions related to statewide education efforts.



## ATTACHMENT 1 - RECOMMENDATIONS ON COMMITTEES

### Judicial Branch Boards, Commissions and Committees



The chart above illustrates the percentage of boards, commissions, committees and workgroups each of the authorizing entities have instituted, developed or mandated of the 203 reviewed. For ease of reference, Attachment 1 rows are color coded to correspond with the chart.

**Report from the Committee Unification Workgroup  
to the Board for Judicial Administration**

**Attachment 1 – Recommendations on Committees**

<b>BJA COMMITTEES</b>				
	<b>NAME</b>	<b>Authorizing Entity</b>	<b>Mission/ Purpose</b>	<b>Committee Unification Workgroup Recommendation</b>
1	Board for Judicial Administration (BJA)	Supreme Court Rule BJAR 1	The Board for Judicial Administration (BJA) is charged with providing effective leadership to the state courts & to develop policy to enhance the administration of the court system in Washington State. Judges serving on the BJA shall pursue the best interests of the judiciary at large.	Retain with changes. Institute four standing committees: 1. Legislative 2. Policy and planning 3. Budget 4. Education
2	BJA Best Practices Committee	Supreme Court	2001: To define the core mission of the courts & recommend ways for courts to improve the administration of justice for the citizens of Washington. 2003: Focus turned to framework for performance audits. 2004: Propose General rule (GR32) & performance audit policy adopted by Supreme Court. Development of performance audits began with ACS project.	BJA review the committee as to the name of the committee, the charter the deliverables created, and what to do with those deliverables. Expedite the work and then sunset.
3	BJA Trial Court Operations Funding Committee	Supreme Court	To develop specific funding proposals & implementation plans for trial court operations, in accordance with the Supreme Court budget development process, for recommendation to the BJA. Also to collect statistical & other data & make reports relating to the expenditure of public moneys, state & local for the maintenance & operation of the judicial system & the offices connected therewith.	BJA acknowledge the ad hoc nature of this group and examine how the work can be accomplished under a standing BJA budget committee. Recommend that group work more closely with association budget committees.
4	BJA Legislative/ Executive Committee	Supreme Court	The role of the Leg/Exec Committee is to discuss & decide upon legislative issues that affect the judiciary, including developing legislation to be submitted to the legislature as BJA request legislation. Legislation may be referred to the Leg/Exec Committee for review by the trial court associations or others.	This committee will be subsumed by the new BJA standing legislative committee. As well as reviewing and proposing legislation that affects the judiciary, it should also play a role in coordinating the efforts of all leg committees.
5	BJA Long Range Planning and Funding Committee	Supreme Court	To sponsor a long range planning process for the funding of the courts, taking into account unfunded state mandates, initiatives and changes to the way federal, state and local funds are distributed.	BJA rules require establishment of a long range plan and a funding strategy consistent with that plan (BJAR 4). BJA to discuss if this committee will add policy to its charter.

**Report from the Committee Unification Workgroup  
to the Board for Judicial Administration**

**Attachment 1 – Recommendations on Committees**

<b>BJA COMMITTEES</b>				
	<b>NAME</b>	<b>Authorizing Entity</b>	<b>Mission/ Purpose</b>	<b>Committee Unification Workgroup Recommendation</b>
6	BJA Public Trust and Confidence Committee	Supreme Court	To achieve the highest level of public trust in the judicial system by assessing & re-assessing public opinion, concern & level of trust in the judicial system while developing strategies to address them. Making recommendations to the BJA regarding the need for legislative changes, or changes to court rules & procedures including those that reduce court complexity, cost, & delay while ensuring that the courts demographically reflect the communities they serve. Identifying existing activities throughout the state aimed at achieving trust & confidence in the courts, while coordinating with the Council on Public Legal Education, Access to Justice Board, & other entities working to improve the system.	Retain with no changes. The Chair is supportive of aligning this committee with an Education Standing Committee, should that be approved.
7	Regional Courts Oversight Committee	BJA	To provide oversight to NCSC study of Washington municipal courts.	Work completed. Sunset
8	BJA Filing Fee Workgroup	BJA	The Filing Fee Workgroup is created as an ad hoc workgroup of the Board for Judicial Administration (BJA) to review the existing fee structure for civil cases in Washington State courts & other jurisdictions & to make recommendations to the BJA regarding whether changes should be made to the current structure.	Sunset and allow restructured BJA to reconvene if need still exists.
9	Problem Solving Courts Work Group	BJA	Determine whether the establishment of problem solving courts in statute is necessary & advisable. If it is advisable to establish problem solving courts in statute, determine whether it is preferable to have a separate statute for each type of problem solving court or to have a single statutory frame work under which courts may establish different types of problem solving courts.	Work completed. Sunset.
10	BJA - GR34 work group (see 14b)	BJA	Determine judicial education opportunities around the implementation of GR 34.	Work suspended. Sunset.

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**Attachment 1 – Recommendations on Committees**

<b>SUPREME COURT BOARDS, COMMISSIONS AND COMMITTEES</b>				
	<b>NAME</b>	<b>Authorizing Entity</b>	<b>Mission/ Purpose</b>	<b>Committee Unification Workgroup Recommendation</b>
11	Access to Justice	Supreme Court Order (WSBA)	The Access to Justice (ATJ) Board was established by the Washington State Supreme Court in 1994 at the request of the Washington State Bar Association Board of Governors in response to a growing need to coordinate the access to justice efforts in Washington State to provide continuity and focus.	External committee, no recommendation.
12	ATJ Technology Committee	Supreme Court	To increase and improve access to the justice system by promoting efficient interagency technology needs assessment, planning, collaboration, and evaluation.	External committee, no recommendation.
13	ATJ Justice without Barriers Committee, Technology Subcommittee	Supreme Court Order No. 25700-B-507	Promoting efficient inter-agency technology needs assessment, planning, collaboration & evaluation technology planning & systems for ATJ member organizations	External committee, no recommendation.
14	ATJ Justice without Barriers Committee	Supreme Court	Ensure a fully inclusive justice system by identifying & removing impediments to accessing & using the justice system, including physical, language, & communication barriers, & other barriers resulting from ineffectual & unworkable rules, complex procedures, disparate treatment, & any other obstacles that may serve as impediments to achieving equal & meaningful access to justice.	External committee, no recommendation.
15	ATJ Justice without Barriers Committee, Disability Subcommittee	Supreme Court	Ensure Disability Access: This sub-committee has just revised the Committee's publication Ensuring Equal Access for People with Disabilities: A Guide for Washington Courts (updated 2011).	External committee, no recommendation.
16	ATJ Justice without Barriers Committee, Pro Se Project Committee	Supreme Court	To strengthen the services for pro se individuals as identified in the "Washington State Plan for Integrated Pro Se Services"	No recommendation.

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**Attachment 1 – Recommendations on Committees**

<b>SUPREME COURT BOARDS, COMMISSIONS AND COMMITTEES</b>				
	<b>NAME</b>	<b>Authorizing Entity</b>	<b>Mission/ Purpose</b>	<b>Committee Unification Workgroup Recommendation</b>
17	ATJ Justice without Barriers Committee, Pro Se Project Committee, Rally Support Workgroup	Supreme Court	To promote awareness of & support for plain language forms.	No recommendation.
18	ATJ Justice without Barriers Committee, Pro Se Project Committee, Plain Language Rally Support Workgroup	Supreme Court	To promote awareness of & support for plain language forms.	No recommendation.
19	ATJ Plain Language Review –Green Group	Supreme Court	Review draft plain language domestic relations forms.	No recommendation.
20	ATJ Plain Language Review Executive Committee	Supreme Court	Originally: to review plain language forms for legal sufficiency & wording after Transcend, Inc. performed the initial conversion of a Domestic Relations form into plain language. In March, 2012, three workgroups were formed to review forms & the executive committee shifted its role to policy, consistency between the three workgroups, & final decisions on language.	No recommendation.
21	ATJ Plain Language Testing Group	Supreme Court	Test plain language forms	No recommendation.

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**Attachment 1 – Recommendations on Committees**

<b>SUPREME COURT BOARDS, COMMISSIONS AND COMMITTEES</b>				
	<b>NAME</b>	<b>Authorizing Entity</b>	<b>Mission/ Purpose</b>	<b>Committee Unification Workgroup Recommendation</b>
22	ATJ Justice without Barriers Committee Pro Se Project Executive Committee	Supreme Court	Oversee Pro Se Project work. Convert family law mandatory pattern forms into plain English, write law review article about plain language forms.	No recommendation.
23	ATJ Justice without Barriers Committee, Courthouse Facilitator Program Expansion Workgroup	Supreme Court	To establish guidelines for expansion of program to new areas of law, adopt uniform guidelines, development & empirical evaluation of best practices, & to secure adequate & stable funding for all CF programs	No recommendation.
24	Bench-Bar-Press Committee	Supreme Court	The Bench-Bar-Press Committee of Washington (BBP) was formed in 1963 to foster better understanding & working relationships between judges, lawyers, & journalists who cover legal issues & courtroom stories. The mission of the Committee is to seek to accommodate, as much as possible, the tensions between the constitutional values of "free press" & "fair trial" through educational events & relationship building.	Retain with no changes.
25	Board for Court Education (BCE)	1980. Supreme Court Order 200, June 26, 1984.	The purpose of the Board for Court Education (BCE) is to improve the quality of justice in Washington by fostering excellence in the courts through effective education. The BCE plans, implements, coordinates, & approves BCE financed education & training of court personnel throughout the state, promotes desirable minimum education & curriculum standards for court judicial & non-judicial personnel & oversees the annual Washington State Judicial College.	Sunset the current committee & re-establish the required functions under a fourth standing subcommittee of the restructured BJA.

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	<b>NAME</b>	<b>Authorizing Entity</b>	<b>Mission/ Purpose</b>	<b>Committee Unification Workgroup Recommendation</b>
26	Board Sponsored Education Programs Ad Hoc Committee (BCE)		Responsible for BCE programs but do not have an association to prepare & execute them.	Review the functions of this committee and request new standing committee to re-establish if still required.
27	Budget Standing Committee (BCE)	Supreme Court	Prepares biennial budget. Periodically adjust the fiscal year budgets.	Recommend AOC include BCE in budget development process.
28	Bylaws Ad Hoc Committee (BCE)	Supreme Court	Responsible for periodically reviewing & updating the BCE bylaws.	Review the functions of this committee and request new standing committee to re-establish if still required.
29	Curriculum Ad Hoc Committee (BCE)		Serves to collect & preserve curricula submitted by associations, to establish policy & standards for periodic review & update of curricula. Add will be taking on the additional role of keeping the Board informed on all eCCL projects & also review Inside Courts & determine how best to increase the use of the resources by the judicial branch & determine the need to establish a resource library.	This committee doesn't actually exist yet, so no recommendation.
30	Judicial College Trustees - Advisory Committee (BCE)		Creates governing policy for the College, establishes standards for programs & faculty, selects Deans, and serves as liaison between the College & other outside agencies. Add - Goals for 2010-2011 are to continue to expand the education of new judicial officers beyond the college. Currently have a SJI grant to develop a Search & Seizure program to be conducted after the 2011 college. Second goal is to coordinate curriculums with BCE & associations.	Sunset & assign remaining required functions to the standing subcommittee recommended above.
31	Judicial College (BCE)		To provide all judicial officers with the highest quality of education possible to meet their needs for the essential knowledge, skills, & abilities in their professional role.	The deans will continue to work with AOC's judicial education staff to provide programs at the annual Judicial College.

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	<b>NAME</b>	<b>Authorizing Entity</b>	<b>Mission/ Purpose</b>	<b>Committee Unification Workgroup Recommendation</b>
32	Mandatory Continued Judicial Education (MCJE) Advisory Committee	BCE	Administers General Rule (GR) 26. Establishes & maintains operating procedures consistent with this rule.	Tracking of CJE credits will continue to be done by AOC staff. Sunset the committee now that GR26 is well-established.
33	Nomination Standing Committee (BCE)		Nominates new officers for election.	This is not a committee that meets, except by phone as needed, so no recommendation.
34	Presiding Judges' Education Advisory Committee (BCE)	BCE	Develops programs that provide education for presiding judges & court managers focusing on the development of leadership skills.	No changes.
35	Research and Development Ad Hoc Committee (BCE)		Focus on new technologies that can be utilized as a new education delivery mechanism.	Review the functions of this committee and request new standing committee to re-establish if still required.
36	Faculty Development Program (BCE)		Responsible for developing and teaching the yearly faculty development program for new Judicial faculty, and others as interested.	Not a committee (AOC staff activity) so not reviewed.
37	Institute for New Court Employees (BCE)		Plan and implement yearly INCE conference.	Not a committee (AOC staff activity) so not reviewed.
38	Certified Professional Guardian Board (CPGB)	Supreme Court Rule GR 23	The Certified Professional Guardian Board certifies & regulates the practice of professional guardianship.	Retain with no changes.

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	<b>NAME</b>	<b>Authorizing Entity</b>	<b>Mission/ Purpose</b>	<b>Committee Unification Workgroup Recommendation</b>
39	Applications/Certification Committee (CPGB)	Supreme Court	Reviews applications for certification & recommends approval or denial.	Retain with no changes.
40	CPGB - Education	General Rule 23	Reviews staff approval or denial of continuing education courses.	No changes.
41	Regulations Committee (CPGB)	Supreme Court	Coordinates drafting of regulations.	Retain with no changes.
42	Standards of Practice Committee (CPGB)	Supreme Court	Supervise the grievance process. Research and draft standards of practice.	Retain with no changes.
43	Commission on Children in Foster Care (CCFC)	Supreme Court	To provide all children in foster care with safe, permanent families in which their physical, emotional, intellectual, & social needs are met.	Recommend review of Commission's committees.
44	Best Practices Committee, CCFC	Supreme Court	Develop best practices recommendations for handling dependency cases in Washington. Create compendium of court best practices in dependency and termination cases.	No recommendation.
45	Court Management Council (CMC)	Supreme Court Order No. 25700-B-217	The Court Management Council shall serve as a statewide forum for enhancing the administration of the courts. Included in, but not limited to, that responsibility is: 1) establishing, by unanimous vote, a position on legislation affecting the overall administration of the courts; 2) providing, by majority vote, direction to the Administrative Office of the Courts on other matters affecting the administration of the courts; 3) fostering communication among the various entities providing court administration.	Retain functions; refer to CMC and BJA for reconstitution and review of the court order.

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	<b>NAME</b>	<b>Authorizing Entity</b>	<b>Mission/ Purpose</b>	<b>Committee Unification Workgroup Recommendation</b>
46	CMC & JIS Committee's Records Management Advisory Committee (RMAC)		The objective of RMAC is to identify, study, & make recommendations regarding the records of the court & their management. This committee reports to the Court Management Council. No set terms for members. Solely serve by appointment from WSACC.	Sunset immediately.
47	Court Transcriptionist Subcommittee (CMC)		Courts have had some frustration over getting timely verbatim reports & proceedings from transcriptionists. Appellate court staff have no control over the selection of transcriptionists. Although the Rules of Appellate Procedure (RAP) specify that transcripts are to be done by court reporters, video transcribers or authorized persons, there is no definition of "authorized person," how they become authorized, or how to deal with problems.	Work continues to recommend changes to Court Rules and RCWs. Retain in its current form.
48	Accounting Workgroup	JISC	Deliver accounting reports & queries to superior courts & CLJ	No change
49	Ethics Advisory Committee	Supreme Court GR 10	Render formal ethics opinions; recommend changes to the CJC & respond to telephone calls & emails with ethics issues. Candidate forums in even years	Retain with no changes.
50	Gender and Justice Commission (GJCOM)	Supreme Court Order No. 25700-B-505	The mission of the Gender & Justice Commission is to promote gender equality in the system of law & justice through working collaboratively on gender issues with courts, the legal profession, law enforcement, the educational community, & the public at large. The Commission offers educational programs & consultancy services as a means of reducing gender bias in court practices. In addition, the Commission serves as the liaison between courts & other organizations in working on joint projects & problem solving on areas of mutual interest.	Recommend review of Commission's committees.

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	<b>NAME</b>	<b>Authorizing Entity</b>	<b>Mission/ Purpose</b>	<b>Committee Unification Workgroup Recommendation</b>
51	GJCOM Domestic Violence Committee	Gender & Justice Commission	To work on issues surrounding domestic violence and sexual assault. STOP Grants.	Recommend review of Commission's committees.
52	GJCOM Law & Practice/ Legal Equality (formerly Gender Equality)	Gender & Justice Commission	To work on projects promoting legal equality in the system & within the genders.	Recommend review of Commission's committees.
53	GJCOM Immigration	Gender & Justice Commission	Look at issues around gender & immigration	Recommend review of Commission's committees.
54	GJCOM Incarcerated Women & Girls	Gender & Justice Commission	Look at issues around incarcerated women & girls.	Recommend review of Commission's committees.
55	GJCOM Publications	Gender & Justice Commission	To focus on projects & areas that enhances communication & outreach such as annual report, website, & Commission materials.	Recommend review of Commission's committees.
56	Gender & Justice Commission Education Committee	Gender & Justice Commission		GJComm Education Committee & MJComm Education Committee will collaborate through their newly formed collaboration subcommittee which consists of members from each commission.
57	GJComm IDGC	Gender & Justice Commission	Work with GJCOM & MJCOM and IDGC to explore racial and ethnic diversity in the legal profession.	Recommend review of Commission's committees.
58	GJComm Legislative	Gender & Justice Commission	Provide information to GJCOM, track legislation, and provide GJCOM's view (not opinion) of the legislation.	Recommend review of Commission's committees.

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59	GJComm Tribal State Consortium	Gender & Justice Commission	Create and maintain a forum for discussion of inter-jurisdictional issues between tribal and state courts. Topics addressed are domestic violence and sexual assault issues, dependency cases involving Indian children, and the disproportionate number of Indian youth in the juvenile justice system.	Recommend review of Commission's committees.
60	GJComm/MJC omm School Pipeline Project	Gender & Justice Commission and Minority & Justice Commission	If awarded grant funds will become available late fall 2013. This is a joint venture with MJCOM. The venture is to build a network of stakeholders who offer pre-college youth diversity pipeline programs and coordinate efforts in Washington.	Recommend review of Commission's committees.
61	GR 27 Advisory Committee (courthouse facilitators)	Supreme Court	Establish minimum qualifications & administer a curriculum of initial & ongoing training requirements for courthouse facilitators.	Retain with no changes.
62	Interpreter Commission	Supreme Court GR 11.1	The Interpreter Commission oversees the standards for the credentialing of court interpreters, & provides leadership in the judicial branch on language access issues	Retain with no changes.
63	Interpreter Commission's Disciplinary Committee	General Rule 11.1	The Disciplinary Committee has the authority to decertify & deny certification of interpreters based on (a) violations of continuing education/court hour requirements, (b) failure to comply with Interpreter Code of Conduct; or (3) violations of law that may interfere with their duties as a certified court interpreter.	Retain with no changes.
64	Interpreter Commission's Education Committee	General Rule 11.1	The Judicial & Court Administration Education Committee shall provide ongoing opportunities for training & resources to judicial officers & court administrators related to court interpretation improvement.	No changes.

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65	Interpreter Commission's Issues Committee	General Rule 11.1	The Issues Committee is assigned issues, complaints, and/or requests from interpreters for review & response. If the situation cannot be resolved at the Issues Committee level, the matter will be submitted by written referral to the Disciplinary Committee.	Retain with no changes.
66	Judicial Information System Committee	Supreme Court JISCR 1	JISCR 1 To provide oversight for the Judicial Information System	No change
67	Data Management Steering Committee	JISC	A sub-committee of the JISC that was created to provide governance & help manage data-centric issues & projects that relate to the JIS.	Retain under revised charter.
68	JIS Codes Committee (Duplicate)	Judicial Information System Committee; created by the Supreme Court & operating under Judicial Information System Committee Rules. The codes committee is a subcommittee of JISC.	Adopt four criteria as necessary guidelines for approving new codes: (a) the code is necessary to collect data that is justified by a significant business need, (b) the code will be usable statewide, (c) the code does not duplicate the business intent of any existing code, & (d) the code does not conflict with state statute or rule authority. Review new code requests & if approved, prioritize them with any previous outstanding codes requests queued for development. Review existing code usage to determine where unused or unnecessary codes can be end-dated, as time allows, & apply the above guidelines to all new code requests.	Retain, but formalize staffing with a business analyst within the ISD of AOC.
69	JISC Executive Committee	JISC	Acts on behalf of the JISC between regular meetings.	No change

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70	JISC Data Dissemination Committee	Judicial Information System Committee (JISC)	Act on behalf of the JISC to address issues with respect to access to information in the Judicial Information System (JIS) & dissemination of information from JIS.	Retain with no changes
71	SC-CMS Project Steering Committee	JISC	The leadership body to manage & provide governance to the Superior Court Case Management System Project & make recommendations to the JISC on behalf of the project.	No change
72	SC-CMS Court User Work Group	JISC SC-CMS project	Provide essential subject matter expertise to enable the successful deployment of the Superior Court Case Management System.	No change
73	Supreme Court IT Governance Endorsing Group	JISC	Consider IT Governance requests for endorsement	No change
74	Appellate Court Electronic Content Management System (EDMS) Project Steering Committee	JISC	Provides executive sponsorship for the AC-ECMS project	No change
75	Appellate Court AC-EDMS Executive Steering Committee	JISC	Provides executive sponsorship for the AC-ECMS project	No change
76	AC-EDMS Project Stakeholder	AC-EDMS Executive Steering Committee	Review & help prepare project documentation for Executive Steering Committee review	No change

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77	AC-EDMS User Sub-Workgroup	AC-EDMS Project Stakeholder group	Prepare project documents for review by the Stakeholder group	No change
78	Court of Appeals Executive Committee – ITG Endorsing Group	JISC	Consider IT Governance requests for endorsement	No change
79	Appellate Court ITG Court Level User Group	JISC	Consider IT Governance requests for recommendation to the JISC	No change
80	IT Governance Superior Court Level User Group	JISC	To handle IT Governance requests that have been endorsed & analyzed & have moved up to the superior court level user workgroup. The group then decides if the request is beneficial & cost effective at the statewide level for the superior courts. They recommend approval of the request to the JISC & prioritize the requests for the superior court.	No change
81	JIS Local CMS Policy Workgroup	JISC	Develop JIS policy for courts implementing local case management systems. Propose revision to JISCR 13	Sunset immediately.
82	JISC Baseline Service Level Workgroup	JISC	Develop recommendations to the JISC for baseline service levels to be provided by the Judicial Information System statewide.	Sunset immediately.
83	DMCMA ITG Endorsing Group	JISC	Consider IT Governance requests for endorsement	No change
84	DMCJA ITG Endorsing Group	JISC	Consider IT Governance requests for endorsement	No change

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	<b>NAME</b>	<b>Authorizing Entity</b>	<b>Mission/ Purpose</b>	<b>Committee Unification Workgroup Recommendation</b>
85	MCA ITG Endorsing Group	JISC	Consider IT Governance requests for endorsement	No change
86	ITG CLJ Court Level User Group	JISC	Consider IT Governance requests for recommendation to the JISC	No change
87	ITG Multi-Court Level CLUG	JISC	Consider IT Governance requests for recommendation to the JISC	No change
88	ITG Request #41 Data Destruction Project Steering Committee	JISC	The ITG 41 Project - CLJ Revised Computer Records Retention & Destruction Process request removes the archiving requirement for all Courts of Limited Jurisdiction records and, by extension, eliminates archiving of these records from the JIS applications. In addition, the destruction of records report selection process will change, based upon input from the DDC, the Steering Committee, state laws & court rules.	No change.
89	2008 DDC Proposal Steering committee	JISC	Committee provides req. for ITG 41	No change.
90	ITG #37/58/79 Plain Paper Warrants Project Steering Committee	JISC	The ITG 58 CLJ Warrant Print on Plain Paper request would allow courts to print warrants on plain paper instead of pre-printed form designed for an impact printer. The ITG 37 CLJ Warrant Comment Line request is for an enhancement of any AOC Judicial Information System (JIS) application required to provide a comment area on a warrant of arrest. The ITG 79 CLJ Warrant WRO Screen Change Bail Options request is to change the Warrant order (WRO) screen in JIS from the current two options (1 - Cash Bail or Bond/No PR; & 2 - No Bail), to (1 - Cash Bail Only; & 2 - No Bail). The request would also increase the bail amount field length to accommodate \$999,999,999.00.	No change.

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91	Minority and Justice Commission (MJCOM)	Supreme Court Order 25700-B-508	The Washington State Minority & Justice Commission was created by an Order of the Washington State Supreme Court to determine whether racial & ethnic bias exists in the courts of the state of Washington. To the extent that it exists, the Commission is charged with taking creative steps to overcome it. To the extent that such bias does not exist, the Commission is charged with taking creative steps to prevent it.	Recommend review of Commission's committees.
92	MJCOM Juvenile Justice Committee	Minority & Justice Commission	The Committee was established by a resolution which directs it to address disproportionate minority contact in the juvenile justice system. The Committee has currently prioritized the Task Force on Race & Criminal Justice recommendations (TFR) 2, 5, & 6 at pages 14-15 of the Juvenile Justice & Racial Disproportionality publication, which is based upon the presentation to the Washington State Supreme Court on March 28, 2012, at the Temple of Justice; the group discussion focused on the best way to implement the prioritized recommendations.	Review along with all commission committees.
93	MJCOM Education Committee	Minority & Justice Commission	The Committee seeks to improve the administration of justice by eliminating racism & its effects by offering & supporting a variety of innovative, high quality, education programs designed to improve the cultural & professional competency of court employees & other representatives of the Washington State justice system.	GJComm Education Committee & MJComm Education Committee will collaborate through their newly formed collaboration subcommittee which consists of members from each commission.
94	MJCOM Race & Justice Research Project Committee	Minority & Justice Commission	The Committee is developing a research project that is part replication & extension of the work done by Professors Mark Peffley & Jon Hurwitz in their book, Justice in America, looking at Washington State's community groups & individual perceptions of the justice system. The project will utilize local based community organizations to further the outreach to racial & ethnic groups. The project goal is to survey the racial & ethnic groups & individuals of the state of Washington to draw on their personal experiences that influence their beliefs about the criminal justice system.	The project is on hold. Recommend MJComm review the committee to see if it can sunset and be revived if the project is revived.

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95	MJCOM Tri-Cities Youth and Justice Forum		A yearly 1-day forum sponsored by the MJCOM providing learning experience encouraging and highlighting the different careers in the criminal justice arena. Youth 14-20 attend the session	Recommend review of Commission's committees.
96	MJComm Disproportionate Minority Contact		Look at disproportionate minority contact issues and data.	Recommend review of Commission's committees.
97	Supreme Court Budget Committee		Develop & manage the budget for agencies of the judicial branch	No recommendation.
98	Pattern Jury Instructions Committee	Supreme Court Order No. 25700-B-157, January 4, 1963	The committee creates & updates pattern jury instructions reflecting the current law in civil & criminal cases.	Retain with no changes
99	Supreme Court Rules Committee	GR 9 & inherent authority of the Court to adopt rules	Promulgate procedural & regulatory rules	No recommendation
100	Temple of Justice Security Workgroup	Chief Justice	Addresses concerns about security due to actions of recent visitors to the building	No recommendation.
101	Washington Pattern Forms Committee	Supreme Court. Orders No 25700-B-188 12/19/1978; No.25700-B-210 05/14/1986.	A permanent Washington State Forms Committee is established to implement the adoption of forms, to consider requests for the redrafting of adopted forms, & to oversee all necessary redrafting.	No change
102	Guardianship Forms Subcommittee	Washington Pattern Forms Committee	Draft guardianship forms for final review/approval by the Washington Pattern Forms Committee	No change

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103	Courts of Limited Jurisdiction (CLJ) forms subcommittee	Washington Pattern Forms Committee	Draft misdemeanor judgment & sentencing forms for review/approval by the Washington Pattern Forms Committee	No change
104	Garnishment Forms workgroup	Washington Pattern Forms Committee	Update Garnishment forms for review by the CLJ forms subcommittee, then final review/approval by the Washington Pattern Forms Committee	No change
105	Domestic Relations Forms Subcommittee	Washington Pattern Forms Committee	Draft Domestic Relations forms for review/approval by the Washington Pattern Forms Committee	No change
106	Felony Judgment & Sentencing Forms Subcommittee	Washington Pattern Forms Committee	Prepare draft felony judgment & sentencing forms subcommittee for review & approval by the Washington Pattern Forms Committee	No change
107	Juvenile Court Forms Subcommittee	Washington Pattern Forms Committee	Draft Dependency forms, Juvenile offender forms & other forms for use in the juvenile courts for final review/approval by the Washington Pattern Forms Committee	No change
108	Protection Order Forms Subcommittee	Washington Pattern Forms Committee	Draft Domestic Violence, Unlawful Harassment, Sexual Assault Protection Order, & Vulnerable Adult Protection Order forms for final review & approval by the Washington Pattern Forms Committee. This subcommittee drafts civil protection orders.	No change
109	WA State Center for Court Research Advisory Board	Supreme Court order	Advise on direction & projects for WSCCR	No recommendation.

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<b>ASSOCIATIONS' COMMITTEES</b>				
	<b>NAME</b>	<b>Authorizing Entity</b>	<b>Mission/ Purpose</b>	<b>Committee Unification Workgroup Recommendation</b>
110	Appellate Judges' Education Committee	COA	Plan & implement yearly Appellate spring program.	No changes, except that chair will now sit on Annual Judicial Conference Planning Committee.
111	Association of Washington Superior Court Administrators (AWSCA)		The mission of the AWSCA is to assist its members & support the superior courts by improving the administration of justice through the application of effective management techniques; increasing the proficiency of court managers through education, training, & development of its members; encouraging & providing for the personal & professional growth of its members; supporting the independence of the judiciary through better legislation, procedures, court rules, intergovernmental relations, & sufficient funding; determining, formulating, & promoting fundamental policies, principles, & standards for judicial administration & providing a forum for the interchange of practical information relating to court administration.	No recommendation.
112	AWSCA Education Committee	AWSCA	Provide an educational curriculum for superior court administrators, & when possible for line staff.	No changes, except that chair will now sit on Annual Judicial Conference Planning Committee.
113	AWSCA Executive Committee	AWSCA	Provide executive oversight to the AWSCA	No recommendation.
114	COA Executive/ Budget Committee	COA	Administers the affairs of the COA	No recommendation.
115	COA Court Rules Committee	COA	Reviews & comments on changes to court rules	No recommendation.

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116	District & Municipal Court Judges' Association (DMCJA)	RCW 3.70.010	To improve the administration of justice in the courts of limited jurisdiction & to recommend & support proposals to that end; to continuously survey & study the operation of the courts served by its membership, the volume & condition of business of such courts, the methods of procedure therein, the work accomplished, & the character of the results; to promulgate suggested rules for the administration of the courts of limited jurisdiction not inconsistent with the laws or rules of the Supreme Court relating to such courts.	No recommendation.
117	DMCJA Board	DMCJA Bylaws	To carry out the mission & purpose of the organization through this governing body.	No recommendation.
118	DMCJA Bylaws Committee	DMCJA Bylaws	Review DMCJA By-Laws in advance of each Association business meeting to evaluate any needed changes. Draft proposed changes to be distributed to membership. Submit written report at Spring & Fall Conferences. Propose revisions for Association consideration at business meetings. Review for style proposed resolutions referred by Board.	No recommendation.
119	DMCJA Court Rules Committee	DMCJA Bylaws	Review court rules & recommend changes as per GR 9 process. Monitor & report on proposed changes to court rules. Coordinate with Local Rules Committee. Review local justice court rules & develop a model to be available to local jurisdictions that currently need but do not have local rules. Submit written report to President & Board monthly.	No recommendation.
120	DMCJA DOL Liaison Committee	DMCJA Board of Governors	Monitor ongoing developments in the courts & DOL which impact court process or drivers records.	No changes.

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121	DMCJA Diversity Committee	DMCJA Bylaws	Charge as per 1994 Revised By-Laws: The Diversity Committee will consider issues relating to diversity & shall recommend to the Board of Governors ways to promote the implementation of the current Diversity Policy Statement adopted by the Association. Terms of the members shall be two years, & be staggered to ensure a slower rate of turnover on the committee & greater continuity in the planning process. Review & revise the diversity bylaw as described in the Board's April 11, 2008 minutes. Work with the WSBA on its effort to recruit more diverse pro-tempore judges.	Align the work with that of the Gender and Justice and Minority and Justice Commissions where possible.
122	DMCJA Education Committee	DMCJA Bylaws	Promote education of judges & support staff by designing education programs in coordination with staff from the Administrative Office of the Courts that meet the interest & needs of personnel in courts of limited jurisdiction. Maintain liaison with Benchbook Committee. Maintain liaison with Board for Court Education concerning the education needs of judges. Furnish judges for state, local, & national judicial seminars, orientation & refresher courses, colleges, & bar association CLE programs. Provide input & assistance to Supreme Court in the development of education portion of Fall Conference. Submit written report at Spring & Fall Conferences. Submit written report to President & Board monthly.	No changes, except that chair will now sit on Annual Judicial Conference Planning Committee.
123	Judicial Assistance Services Program (JASP)	DMCJA & SCJA Bylaws	Assist other judges through a confidential process by referring them to professional resources.	No recommendation.

**Report from the Committee Unification Workgroup  
to the Board for Judicial Administration**

**Attachment 1 – Recommendations on Committees**

<b>ASSOCIATIONS' COMMITTEES</b>				
	<b>NAME</b>	<b>Authorizing Entity</b>	<b>Mission/ Purpose</b>	<b>Committee Unification Workgroup Recommendation</b>
124	DMCJA Legislative Committee	DMCJA Bylaws	Evaluate & recommend responses to legislation affecting courts of limited jurisdiction. Initiate legislation to improve the delivery of services & administration of justice in district & municipal courts. Develop & maintain efforts towards communication with legislators & state agencies. Recommend terms of employment of Association lobbyist & direct lobbying effort. Provide oral or written testimony to Legislature as needed. Submit written report at Spring & Fall Conferences. Submit written report to President & Board monthly.	No changes. Legislative chair to participate in new standing committee's meetings.
125	DMCJA Long Range Planning Committee	DMCJA Bylaws	Consider issues relating to long-range planning & review processes. Conduct an annual review of such issues.	No recommendation.
126	DMCJA Nominating Committee	DMCJA Bylaws	The Nominating Committee shall annually select not more than two candidates for Vice-President, Secretary/Treasurer, President-Elect, & three Board member-at-large positions. The Board member-at-large positions shall be for three-year terms. The report of the Nominating Committee shall be submitted to the Board at its March meeting. The names of the nominees will be published in the written notice of the Spring Conference & in the Minutes of the Board's March meeting. Nominations for all offices except President may be made by the members at the Spring Conference. The Nominating Committee shall make nominations for other vacancies on the Board.	No recommendation.
127	DMCJA Rural Courts Committee	DMCJA Bylaws		Dormant committee. Recommend DMCJA sunsets.
128	DMCJA Salaries and Benefits Committee			Recommend DMCJA review bylaws to determine if committee is still required or can sunset.

**Report from the Committee Unification Workgroup  
to the Board for Judicial Administration**

**Attachment 1 – Recommendations on Committees**

<b>ASSOCIATIONS' COMMITTEES</b>				
	<b>NAME</b>	<b>Authorizing Entity</b>	<b>Mission/ Purpose</b>	<b>Committee Unification Workgroup Recommendation</b>
129	DMCJA Technology Committee		Address the need for consistent court business practices as they relate to automated systems.	No changes.
130	Therapeutic Courts Committee	DMCJA	Support therapeutic courts operating in CLJs statewide	No changes.
131	DMCJA Part Time Municipal Court Workgroup	DMCJA Board – Ad Hoc Workgroup	To review the results of the AOC public records request & determine what type of role the Association should take in addressing specific issues.	Work completed. Sunset.
132	DMCJA & DMCMA ARLJ 9 Workgroup	DMCJA Board – Ad Hoc Workgroup	To create operational set of model guidelines which staff & judges can use to help ensure public access to court records.	Sunset immediately
133	Juvenile Court Workgroup	Washington Association of Juvenile Court Administrators (WAJCA)	Deliver accounting reports & queries to juvenile departments & detention facilities	Retain, but do not provide AOC staff. Route enhancement or change requests through ITG or e-service process.
134	Software Committee, JCA	WAJCA	To develop reports and queries used by the juvenile department for the juvenile risk assessment	Sunset immediately.
135	Superior Court Judges' Association (SCJA)	RCW 2.16	To improve the administration of justice; to conduct instructive programs whereby higher standards of efficiency & excellence may be obtained & to better equip the superior court judges of Washington in the proper performance of their duties; to support & implement the canons of judicial ethics; to promote the interchange of ideas & to encourage cooperation & social contacts among the members of the judiciary; to promote the objectives of statutes relating to the Association; and, to promote better relations with the public & the other branches of government	No recommendation.

**Report from the Committee Unification Workgroup  
to the Board for Judicial Administration**

**Attachment 1 – Recommendations on Committees**

<b>ASSOCIATIONS' COMMITTEES</b>				
	<b>NAME</b>	<b>Authorizing Entity</b>	<b>Mission/ Purpose</b>	<b>Committee Unification Workgroup Recommendation</b>
136	SCJA Best Practices Committee	SCJA Bylaws	Committee is currently dormant.	Recommend SCJA review bylaws to determine if committee is still required or can sunset.
137	SCJA Board of Trustees	SCJA Bylaws	Executive body of statewide leadership that manages the business of the SCJA.	No recommendation.
138	SCJA Civil Law & Rules Committee	SCJA Bylaws	Evaluates proposed legislation & court rules that affect civil litigation in superior courts	No recommendations
139	SCJA Criminal Law & Rules Committee	SCJA Bylaws	Evaluates proposed legislation & court rules that affect criminal cases in superior courts	No recommendation.
140	SCJA Equality & Fairness Committee	SCJA Bylaws	Maintain liaison with state Commissions concerned with issues of justice, gender, & diversity. Participate in the design of Association educational programs concerned with issues of diversity & gender.	Align the work with that of the Gender and Justice and Minority and Justice Commissions wherever possible.
141	SCJA Guardianship & Probate Committee	SCJA Bylaws	Subcommittee of the SCJA charged to: Maintain liaison with the Guardian Certification Board; Review & recommend legislative changes to the Guardianship & Probate Codes; Monitor & report on proposed changes to the Guardianship & Probate Codes	Refer to SCJA for review.
142	SCJA Sentencing & Supervision Reform Workgroup – DORMANT	SCJA	Workgroup provides direction to the ongoing sentencing & supervision for adult felony offender reform efforts with Legislative & Executive branch partners.	Dormant. Recommend to sunset immediately.
143	SCJA Judicial Education Committee	SCJA Bylaws	Provide an educational curriculum for superior court judicial officers. Plan SCJA Spring Conference. Promote Judicial College. Maintain liaison with BCE. Administer the SCJA Education Assistance Program.	No recommendation.
144	SCJA Judicial Ethics Committee	SCJA Bylaws	Recommend & participate in education programs; respond to requests from SCJA Board to look at ethics issues & make recommendations; participate in candidate forums, if requested	Retain with no changes

**Report from the Committee Unification Workgroup  
to the Board for Judicial Administration**

**Attachment 1 – Recommendations on Committees**

<b>ASSOCIATIONS' COMMITTEES</b>				
	<b>NAME</b>	<b>Authorizing Entity</b>	<b>Mission/ Purpose</b>	<b>Committee Unification Workgroup Recommendation</b>
145	SCJA Legislative Committee	SCJA Bylaws	Review proposed legislation to determine the SCJA's position. Represent the SCJA before the Legislature. Maintain a liaison with members of the Legislature, Governor's office, state & local governmental entities, WSBA, & BJA concerning legislative matters. Direct the activities of the Association's Legislative Representative.	No changes. Legislative chair to participate in new standing committee's meetings.
146	SCJA Nominating Committee	SCJA	Provide continuous association leadership.	No recommendation.
147	SCJA Rural Courts Committee	SCJA Bylaws	Primarily to provide a forum for judges from rural courts to discuss issues unique to rural courts	No changes.
148	SCJA Technology Committee	SCJA Bylaws	Liaise with JISC, promote technology training for judges, maintain a forum for discussion of technology developments, improve, & maintain the SCJA website.	No changes.
149	SCJA Therapeutic Courts	SCJA Bylaws	Liaison with stakeholders involved with therapeutic courts; make recommendations on proposed legislative changes to the legislative committee & board of trustees	No changes.
150	SCJA Water Workgroup	SCJA	The committee makes recommendations to the SCJA Board of Trustees on matters related to water right adjudications, including with regard to court rules & proposed legislation.	Refer to SCJA for review.
151	SCJA Family & Juvenile Law Committee	SCJA Bylaws	Provide guidance to superior courts on family & juvenile law issues.	No recommendation.
152	SCJA Pension & Benefits Committee - DORMANT	SCJA Bylaws	Review legislative changes to the judicial & public employees retirement systems, consider proposals for the improvement of judicial retirement & benefits, and liaise with entities of WA & federal government that develop policy or proposals concerning pensions & benefits.	Recommend SCJA review bylaws to determine if committee is still required or can be sunset.

**Report from the Committee Unification Workgroup  
to the Board for Judicial Administration**

**Attachment 1 – Recommendations on Committees**

<b>ASSOCIATIONS' COMMITTEES</b>				
	<b>NAME</b>	<b>Authorizing Entity</b>	<b>Mission/ Purpose</b>	<b>Committee Unification Workgroup Recommendation</b>
153	Washington Association of Juvenile Court Administrators (WAJCA) & Executive Board	Self incorporated	Provide policy, program, legislative, & funding oversight to issues affecting juvenile court assessment & programs statewide.	No recommendation.
154	WAJCA Finance Committee	WAJCA Bylaws	Review funding formulas for CASA, BECCA, CJS At-Risk, & Block Grants. Work with AOC on contract deliverables.	No recommendation.
155	WAJCA Education Committee	WAJCA Bylaws & supported by the BCE	To provide continuing education designed to enhance & improve the competency, quality & efficiency of the Washington Judicial System for juvenile court administrators as they can provide services to fulfill their duties as set in RCW 13.04.035	No recommendation.
156	Quality Assurance Committee	WACJA	Oversees the quality assurance (QA) & implementation of the Case Management & Assessment Process (CMAP) for juvenile offenders throughout Washington State	No recommendation.
157	Quality Assurance Committee (QAC) software committee	WACJA	QAC oversees operation of the Case Management & Assessment Process for juvenile offenders	Sunset immediately; route enhancement and report requests through standard ISD procedures (e-service or ITG)
158	WAJCA Legislative Committee	WAJCA Bylaws	Respond to bill drafts to promote the WAJCA/SCJA's position	No changes.
159	Washington State Association of County Clerks	WSACC	Statewide leadership association for the County Clerks to manage the clerks business.	No recommendation.
160	Clerk Work Group	WSACC	To ensure BOXI features & enhancements meet courts needs	Retain, but do not provide AOC staff. Route change requests through ITG or eservice process.

**Report from the Committee Unification Workgroup  
to the Board for Judicial Administration**

**Attachment 1 – Recommendations on Committees**

<b>ASSOCIATIONS' COMMITTEES</b>				
	<b>NAME</b>	<b>Authorizing Entity</b>	<b>Mission/ Purpose</b>	<b>Committee Unification Workgroup Recommendation</b>
161	County Clerks Education Committee	WSACC	Plan & implement yearly county clerks conference	No changes, except that chair will now sit on Annual Judicial Conference Planning Committee.

**Report from the Committee Unification Workgroup  
to the Board for Judicial Administration**

**Attachment 1 – Recommendations on Committees**

<b>EXTERNAL COMMITTEES</b>				
	<b>NAME</b>	<b>Authorizing Entity</b>	<b>Mission/ Purpose</b>	<b>Committee Unification Workgroup Recommendation</b>
162	Advanced Science & Technology Adjudication Resource Center (ASTAR)	DOJ	Provide scientific & technological education to Washington judges. ASTAR is a leadership consortium dedicated to enhancements of capabilities of the courts via science & technology knowledge tools.	AOC staff support when requested by the Supreme Court.
163	Adult Abuse/Neglect Response Workgroup	DSHS	Research & discuss practices identified by the group that impact the quality & capacity of WA response to elder abuse. Recommend system & program changes	No recommendation
164	Adult Family Home Quality Assurance Panel	HB 1277	Submit recommendations to improve Adult Family Home Quality Assurance to the Legislature.	Work completed. Sunset immediately
165	Becca Task Force	Legislature	To help keep kids in school & out of the juvenile justice system by promoting the intent, goals & outcomes of the Washington State Becca Laws	Legislatively mandated, no recommendation
166	Byrne/JAG Advisory Committee	Commerce		Recommend to BJA that a judge or court administrator be appointed instead of and AOC staff person.
167	Block Grant Proviso Oversight Committee	Legislature	Respond to legislative directive to report on utilization of evidence based programs in juvenile justice settings.	No recommendation (legislative directive).
168	Adult Inmate Forecast Workgroup	RCW	Predict demand for prison space.	No recommendation (OFM).

**Report from the Committee Unification Workgroup  
to the Board for Judicial Administration**

**Attachment 1 – Recommendations on Committees**

<b>EXTERNAL COMMITTEES</b>				
	<b>NAME</b>	<b>Authorizing Entity</b>	<b>Mission/ Purpose</b>	<b>Committee Unification Workgroup Recommendation</b>
169	IV-E Waiver Advisory Committee	DSHS Children's Administration	To oversee application & administration of the IV-E Waiver.	No recommendation (DSHS).
170	Transformation Design Committee	DSHS Children's Administration Legislature	Provide oversight of performance based contracting to increase accountability in the child welfare system.	No recommendation (DSHS).
171	Child Welfare, Education and the Courts	Casey Family Programs	Improve educational outcomes for dependent children.	No recommendation (Casey Family Programs).
172	Child Welfare, Housing and the Courts Committee	Office of Public Defense	To facilitate more timely permanency for dependent children through improving housing resources for families.	No recommendation (Office of Public Defense)
173	CIO Security Policy Group	OFM State OCIO	Coordinate statewide security policy for information systems.	No change.
174	Community Juvenile Accountability Act Committee (CJAA)	RCW	CJAA oversees quality assurance, program structure, & development of evidence-based treatment programs for juvenile offenders	No recommendation (legislatively mandated)
175	Data and QA Subcommittee (CJAA)	CJAA	Design integrated QA structure across juvenile justice programs.	No recommendation
176	Promising Programs Subcommittee (CJAA)	CJAA	Develop guidelines for promising programs. Assist promising programs in designing programs and evaluations.	No recommendation
177	Council for Language Access in the Courts – Transitional Committee	COSCA	COSCA has recently restructured the organization of committees overseeing the national court certification exams. The Transitional Committee is overseeing the shift from the previous structure to the new one.	Work complete. Sunset immediately.

**Report from the Committee Unification Workgroup  
to the Board for Judicial Administration**

**Attachment 1 – Recommendations on Committees**

<b>EXTERNAL COMMITTEES</b>				
	<b>NAME</b>	<b>Authorizing Entity</b>	<b>Mission/ Purpose</b>	<b>Committee Unification Workgroup Recommendation</b>
178	Consortium for Language Access in the Courts – Technical Committee	COSCA	The Technical Committee oversees the standards for the development, administration, & revision of oral certification exams.	Work complete. Sunset immediately.
179	Council on Public Legal Education (CPLE)	State Court Administrator	The mission of the Council on Public Legal Education is to promote public understanding of the law & democracy within Washington State. The Council pursues this mission by conducting, coordinating, encouraging, & publicizing public legal education efforts in Washington State.	No recommendation.
180	Court Improvement Program Steering Committee	DSHS and Supreme Court	To administer & monitor federal grant funds for court improvement programming & services in dependency & child welfare cases	Retain with no changes (DSHS).
181	Criminal Justice Treatment Account	70.96A.350	Determine use of moneys in the criminal justice treatment account within the parameters set forth by the legislature.	Work with DSHS/ DBHR to add AOC as a voting member.
182	Enterprise Business Architecture Workgroup	OCIO	Enterprise Business Architecture Workgroup that is focused on improving collaboration across all state agencies in support of business processes & for the development of best practices	No change.
183	Extended Foster Care Workgroup	Legislature	To develop legislation to allow foster children to finish secondary & post-secondary education	Work completed. Sunset.
184	GATE Data Governance Committee (OSPI)	Legislature	To assess & address the requirements for interagency sharing of juvenile records	External committee. Not currently a priority. Recommend no AOC staff involvement until it becomes a priority.

**Report from the Committee Unification Workgroup  
to the Board for Judicial Administration**

**Attachment 1 – Recommendations on Committees**

<b>EXTERNAL COMMITTEES</b>				
	<b>NAME</b>	<b>Authorizing Entity</b>	<b>Mission/ Purpose</b>	<b>Committee Unification Workgroup Recommendation</b>
185	eTRIP Executive Leadership Team	Interagency Agreement	The Electronic Traffic Information Processing (eTRIP) initiative has developed & implemented an automated system that enables law enforcement agencies to electronically create electronic tickets, collision reports, & other forms in the field & transmit this data to authorized users.	No changes.
186	Washington Traffic Oversight Records Council	Interagency Agreement		No changes.
187	WTSC Traffic Advisory Committee	WTSC		No changes.
188	eTrip Operations Team	Multi-agency agreement		No changes.
189	Indian Child Welfare Summit Planning Committee	DSHS Office of Indian Policy	Plan & sponsor Indian Child Welfare Summit	Work completed. Sunset.
190	Institute for Court Management Planning Committee		Representatives from all court levels working with the NCSC/ICM to bring ICM programs into Washington.	Review the functions of this committee and request new standing committee to re-establish if still required.
191	Three Branch Institute Committee	Governor's Office	Improve permanency outcomes for foster youth	No recommendation (Governor's office).
192	WSBA Local Rules Task Force	WSBA BOG 2006		Will complete its work and disband within the coming year.

**Report from the Committee Unification Workgroup  
to the Board for Judicial Administration**

**Attachment 1 – Recommendations on Committees**

<b>EXTERNAL COMMITTEES</b>				
	<b>NAME</b>	<b>Authorizing Entity</b>	<b>Mission/ Purpose</b>	<b>Committee Unification Workgroup Recommendation</b>
193	Misdemeanant Corrections Association	Misdemeanant probation directors 1971		No recommendation.
194	Veteran Parents Advisory Partnership	Catalyst for Kids	To help veteran parents advocate for parents currently in the child welfare system, through parent-to-parent programs & other initiatives.	No recommendation.
195	Washington State Coalition for Language Access	Registered public charity.	WASCLA joins professionals working with language access for purposes of sharing information & resources.	No recommendation.
196	Youth Court Committee & Washington State Association of Youth Courts	RCW 3.72.040 & RCW 13.40.590	To help establish new youth courts & to strengthen existing youth courts	No recommendation.

**Report from the Committee Unification Workgroup  
to the Board for Judicial Administration**

**Attachment 1 – Recommendations on Committees**

<b>AOC COMMITTEES AND WORKGROUPS</b>				
	<b>NAME</b>	<b>Authorizing Entity</b>	<b>Mission/ Purpose</b>	<b>Committee Unification Workgroup Recommendation</b>
197	Adult Static Risk Assessment (ASRA)	AOC	Oversee the implementation of the ASRA in various courts. Respond to system change requests. Maintain awareness of developing research. Promote use of the ASRA.	Sunset or do not staff. Route enhancement and reports requests through the ITG or e-service process.
198	Annual Judicial Conference Planning Committee		Plan & implement educational content of annual conference.	Change committee membership to consist of the chairs of each association's education committee so that educational content can be reused among conferences. (SCJA; DMCJA; DMCMA; AWSCA; WSACC; appellate education)
199	BOXI Workgroup	AOC	Work on BOXI report requests submitted by court users and AOC staff	No recommendation
200	DOL/AOC Collaboration Group	DOL & AOC leadership	Collaborate & work through issues between JIS & DOL's system that are causing incorrect or missing elements on drivers' records	No recommendation
201	JIS Accounting Group	AOC	Analyze, plan & implement changes re JIS accounting application due to customer code requests and legislative changes.	No recommendation
202	Law Library Workgroup		Determine best operational plan for the Law Library	Work completed. Sunset.
203	Uniform Infraction & Citation Committee	AOC	Committee works to advise the AOC in development & revision of forms & other related policy matters; responds to changes in legislation & court rule that affect the citation forms.	No changes.

## ATTACHMENT 2 - CHARTERS

Committee Name
<b>Bench-Bar-Press Committee</b>
<b>Board for Court Education (BCE)</b>
<b>Certified Professional Guardian Board (CPGB)</b>
<b>Commission on Children in Foster Care (CCFC)</b>
<b>Court Management Council (CMC)</b>
<b>Ethics Advisory Committee</b>
<b>Gender and Justice Commission (GJCOM)</b>
<b>Interpreter Commission</b>
<b>Judicial Information System Committee</b>
<b>Minority and Justice Commission (MJCOM)</b>
<b>Supreme Court Budget Committee</b>
<b>Pattern Jury Instructions Committee</b>
<b>Supreme Court Rules Committee</b>
<b>Washington Pattern Forms Committee</b>
<b>Washington State Center for Court Research Advisory Board</b>
<b>Court of Appeals</b>
<b>Association for Washington Superior Court Administrators</b>
<b>District and Municipal Court Judges' Association</b>
<b>Superior Court Judges' Association</b>
<b>Washington Association of Juvenile Court Administrators</b>
<b>Washington State Association of County Clerks</b>
<b>Administrative Office of the Courts</b>



March 3, 2014

Dear :

In 2012, the Board for Judicial Administration (BJA) held a retreat to discuss issues of governance and allocation of Administrative Office of the Courts (AOC) resources dedicated to supporting boards, commissions, committees, task forces, and workgroups. The BJA agreed to divide these issues between two workgroups. The BJA recently adopted recommendations made from the workgroup charged with looking at all judicial branch committees and identifying opportunities to improve efficiency and effectiveness by merging or restructuring some groups. The workgroup reviewed 205 committees of associations, boards and commissions. Although the BJA realizes that examining the efficiency and relevance of any committee is actually the responsibility of that organization and its own related committees, the BJA is undertaking the job of examining each of its own BJA committees and workgroups and is asking that every association, board or commission do the same.

This workgroup recommended, and the BJA adopted the following:

- Every BJA authorized entity shall review and assess their current committee structure and align their committees with the proposed standard for creating, managing, and reviewing committees.
- All committees will adopt a charter containing the following information: Committee title; authorization (court rule, court order, bylaw, statute or other); charge or purpose; AOC staff support required; policy area; other branch committees addressing the same topic; other branch committees to partner with; committee type: standing, subcommittee, workgroup; committee membership; term limit; duration/review date; budget; reporting requirements (i.e., quarterly to the BJA, the authorizing organization and/or other entities addressing same topic); and expected deliverables or recommendations.
- Create and adopt a standard for committees that would include an agreement on the following items: 1) committee types; 2) committee duration limit to two years unless specifically extended after review; 3) commitment to periodic review, including a reporting requirement on activities, decisions, and initiatives; 4) formal request for AOC staff support and resources.

Letter to . . . .  
March 3, 2014  
Page 2 of 2

The BJA is currently re-examining and chartering our standing committees pursuant to this recommendation. We anticipate that the body will examine other committees, workgroups and task forces which were previously created by the BJA and determine whether they should continue in their current form or be incorporated into a standing committee.

The workgroup also focused on how the AOC uses its staff and resources, recognizing the need to prioritize requests for resources so the core work of the judicial branch can be done effectively. The demand for staff support and proliferation of committees and workgroups often create a strain on resources and result in limited support.

Recognizing the limited AOC staff and resources, the BJA requests that all judicial branch entities which operate committees under their authority using AOC staff or resources discuss and consider implementing the proposed chartering and committee standards. We hope these discussions will help define the core mission of the committees and possibly result in the merging or elimination of duplicative committees which require judicial and AOC resources.

If your organization has recently done work like this we encourage you to share the results. The BJA is interested in creating a central repository for charter documents so they are centrally located and can be accessible to others. This repository could function as a resource for all the judicial branch entities and staff and would facilitate collaboration and information sharing. If your organization has not done work like this recently, we urge you to adopt the recommendations of the BJA workgroup as outlined earlier in this letter. Staff will follow-up in June to determine whether you have any finalized documents that you can share.

If you would like a template for the committee charter, please contact Beth Flynn at [beth.flynn@courts.wa.gov](mailto:beth.flynn@courts.wa.gov) or (360) 357-2121.

If you have any questions regarding this request, please contact Shannon Hinchcliffe at [shannon.hinchcliffe@courts.wa.gov](mailto:shannon.hinchcliffe@courts.wa.gov) or (360) 705-5226.

Thank you for your consideration of this information.

Sincerely,



Barbara Madsen, Chair  
Board for Judicial Administration



Kevin Ranges,  
Board for Judicial Administration

cc:



August 14, 2014

In March, the Board for Judicial Administration (BJA) asked your organization to consider implementing charter and committee standards which would hopefully help define the core mission of committees and possibly result in merging or eliminating duplicative committees. This request is an attempt to obtain meaningful input from interested stakeholders when the BJA considers how committees operate and how existing resources are allocated.

The BJA recently completed charters for their newly formed standing committees and is in the process of finalizing them. We would like to have information from your committee as we consider next steps at the September 19 BJA meeting.

We are writing you again to request your cooperation. We would appreciate receiving any information you are willing to share by Friday, August 29.

If you have any further questions regarding this request, please contact Shannon Hinchcliffe at [shannon.hinchcliffe@courts.wa.gov](mailto:shannon.hinchcliffe@courts.wa.gov) or (360) 705-5226.

Sincerely,

Handwritten signature of Barbara Madson in black ink.

Barbara Madson, Chair  
Board for Judicial Administration

Handwritten signature of Kevin G. Rye in black ink.

Kevin G. Rye  
Board for Judicial Administration

cc: Board for Judicial Administration Members  
Mr. Ramsey Radwan

## Bench Bar Press Committee

The Bench-Bar-Press Committee of Washington (BBP) was formed in 1963 to foster better understanding and working relationships between judges, lawyers and journalists who cover legal issues and courtroom stories. The mission of the Committee is to seek to accommodate, as much as possible, the tensions between the constitutional values of "free press" and "fair trial" through educational events and relationship building.

The BBP Committee is chaired by the Chief Justice of the Washington State Supreme Court and includes representatives from the legal profession, judiciary, law enforcement and the news media. The committee meets as a whole once or twice each year to review the state of relations between the various interested groups and to plan educational and other activities. Subcommittees of volunteers are organized on an ad hoc basis to plan and execute the educational and other events.

Since its creation in 1963, the BBP Committee has undertaken several important projects. It was the catalyst in opening up courtrooms to broadcast and still camera coverage in 1976. The Committee conducted a lengthy study and camera coverage of an actual criminal trial that was produced as though it were a television news story. The Washington State Supreme Court was so impressed with the result that it unanimously adopted a rule allowing cameras in all Washington state courtrooms on a permanent basis. At the time, Washington was only the second state in the nation to allow cameras in the courtroom.

The Committee has developed a "Bench-Bar-Press Statement of Principles" which are not binding, but provide practical guidance on the relationships between judges, lawyers and the press, and are intended to promote a better working relationship between the bench, bar and news media.

A special subcommittee of the Bench-Bar-Press Committee, the Liaison Committee ("Fire Brigade"), has been created to help sort out conflicts of courtroom coverage. The Fire Brigade can speak with, or mediate on behalf of, any lawyer, judge or journalist facing a "free press/fair trial" issue. The Fire Brigade has a strong record of successfully suggesting ways that fair trial concerns can be resolved while preserving free press rights and public access to the judicial process.

The Committee also has presented educational seminars and open discussion sessions from time to time, focusing on court coverage issues, which give judges, lawyers and journalists the opportunity to share views and develop open communication with each other.

- "New rule means courtroom cameras will get their day in court", guest editorial by Judge William Downing, Seattle Times.
- Revised General Rule 16 – Cameras in the Courtroom
- Fire Brigade Report of Activities
- Bylaws
- Press and courts working together benefits all

- › High Profile Cases - Free Press and Fair Trial
- › Statement of Principles
- › Washington's 'Fire Brigade'
- › Search Warrants -- A Sensitive Bench, Bar, Press Issue
- › Bench-Bar-Press Liaison Committee

## Bench Bar Press Committee

### Statement of Principles

#### Preamble

The Bench, Bar and Press (comprising all media of mass communication) of Washington: (a) Recognize that reporting by the news media of governmental action, including the administration of justice, is vital to our form of government and protected by the Constitutions of the United States and the State of Washington. (b) Seek to preserve the constitutionally protected presumption of innocence for those accused of a crime until there has been a finding of guilt in the appropriate court of justice. (c) Believe both constitutional rights can be accommodated without conflict by careful judicial craftsmanship and careful exercise of discretion by the bench, the bar, and the news media.

#### Principles

To promote a better working relationship between the bench, bar and news media of Washington, particularly in their efforts to protect both the constitutional guarantees of freedom of the press and of the right to a fair and impartial trial, the following statement of principles is suggested for voluntary consideration to all members of these professions in Washington. Any attempt to impose these Principles and Considerations as mandatory is contrary to the intent of the Bench-Bar-Press Committee and contrary to the stated goals of these Principles and Considerations.

1. Accurate and responsible reporting of the news media about crime, law enforcement, and the criminal justice system enhances the administration of justice. Members of the bench and bar should make available information concerning that process to the fullest extent possible under their codes of conduct and professional responsibility.
2. Parties to litigation have the right to have their causes tried by an impartial tribunal. Defendants in criminal cases are guaranteed this right by the Constitutions of the United States and the State of Washington.
3. Lawyers and journalists should fulfill their functions in such a manner that cases are tried on the merits, free from undue influence by the pressures of news media reports. To that end, the timing and nature of media news reports should be carefully considered. It is recognized that the existence of news coverage cannot be equated with prejudice to a fair trial.
4. The news media recognize the responsibility of the judge to preserve courtroom decorum and to seek to ensure both the open administration of justice and a fair trial through careful management.

5. A free press requires that journalists decide the content of news. Journalists in the exercise of their discretion should remember that readers, listeners, and viewers are potential jurors.
6. The public is entitled to know how justice is being administered. However, lawyers should be aware that the timing and nature of publicity they create may affect the right to a fair trial. The public prosecutor should avoid taking unfair advantage of his that position as an important source of news, even though the prosecutor should release information about the administration of justice at the earliest appropriate times.
7. Proper judicial, journalistic and legal training should include instruction in the meaning of constitutional rights to a fair trial, open justice and freedom of the press, and the role of judge, journalist and lawyer in guarding these rights. The bench, the bar and the press will endeavor to provide for continuing education to members of each respective profession concerning these rights.
8. Open and timely communications can help avoid confrontations. Toward that end all parties are urged to employ the Bench-Bar-Press Committee's Liaison Subcommittee when conflicts or potential conflicts arise.

### **CONSIDERATIONS IN THE REPORTING OF CRIMINAL PROCEEDINGS**

The Bench-Bar-Press Committee offers the following recommendations for voluntary consideration of all parties. They may be of assistance in educating law enforcement, the press, bar and bench concerning the exercise of rights, duties and obligations outlined in the Statement of Principles.

The bench, bar, press, and law enforcement officials share in the responsibility for the administration of an open and fair system of justice. Each has a special role which the others should respect and none should try to regulate the judgment of the others. Public interest in the administration of justice may be particularly great at times prior to trial. Pretrial proceedings often are as important to the open administration of justice as the actual trial. The bench should help ensure both openness and fairness through commonly accepted judicial procedures consistent with these principles. The bar should carefully consider the timing and nature of the publicity it creates. The media should contribute to openness and fairness by careful evaluation of information that may be kept from the jury at trial and by exercise of restraint in reporting that information.

All parties should be aware that the jury system has the capacity to provide unprejudiced panels even in cases of great public interest and substantial media coverage.

1. It is appropriate to make public the following information concerning the defendant:
  - a. The defendant's name, age, residence, employment, marital status, and similar background information. There should be no restraint on biographical facts other than accuracy, good taste, and judgment.
  - b. The substance or text of the charge, such as complaint, indictment, information and where appropriate, the identity of the complaining party.
  - c. The identity of the investigating and arresting agency and the length of the investigation.

- d. The circumstances immediately surrounding an arrest, including the time and place of arrest, resistance, pursuit, possession and use of weapons, and a description of items seized at the time of arrest.
2. The release of certain types of information by law enforcement personnel, the bench and the bar and the publication thereof by news media generally tends to create dangers of prejudice without serving a significant law enforcement or public interest function. Therefore, all concerned should be aware of the dangers of prejudice in making pretrial public disclosures of the following:
  - a. Opinions about a defendant's character, his guilt or innocence.
  - b. Admissions, confessions or the contents of a statement or alibi attributable to a defendant.
  - c. Opinions about the results of investigative procedures, such as fingerprints, polygraph examinations, ballistic tests or laboratory tests.
  - d. Statements concerning the credibility or anticipated testimony of prospective witnesses.
  - e. Opinions concerning evidence or argument in the case, whether or not it is anticipated that such evidence or argument will be used at trial.

Exceptions may be in order if information to the public is essential to the apprehension of a suspect or where other public interests will be served.

3. Prior criminal convictions are matters of public record and are available to the news media through police agencies or court clerks; law enforcement agencies should, if requested, make such information available to the news media. The public disclosure of this information by the news media may be highly prejudicial without any significant addition to the public's need to be informed. The publication of such information should be carefully considered.
4. Law enforcement and court personnel should not prevent the photographing of defendants when they are in public places outside the courtroom. They should not encourage pictures or televising nor should they pose the defendant. The media should recognize that broadcasting, televising, recording and taking photographs in the courtroom is governed by GR 16. Artist's renditions sketched in the courtroom are not governed by GR 16 and should not be curtailed unless such actions unduly distract participants or impair the dignity of the proceedings.
5. Photographs of a suspect may be released by law enforcement personnel provided a valid law enforcement function is served thereby. It is proper to disclose such information as may be necessary to enlist public assistance in apprehending fugitives from justice.
6. The media are free to report what occurs in the course of judicial proceedings. All participants in the administration of justice should work to keep the entire course of judicial proceedings, including pretrial hearings, open to public scrutiny. The bench should consider using all the means available to ensure protection of a defendant's constitutional rights without interfering with the public's scrutiny of the criminal justice system. The closure of a judicial proceeding should be used only as a last resort.

The bar and law enforcement officials should expect that their statements about a case will be reported in the media. Such statements should be made in a time and manner contributing to public understanding of law enforcement and the criminal justice system, rather than influencing the outcome of a criminal trial.



# Board for Court Education Guidelines

<b>Purpose:</b>	The purpose of the Board for Court Education is to improve the quality of justice in Washington by fostering excellence in the courts through effective education.
<b>Date created:</b>	1984 Supreme Court Order No. 25700-B-
<b>Duration:</b>	Ongoing
<b>Controlling authority:</b>	Board for Court Education (BCE)
<b>Composition:</b>	<p>The Board consists of sixteen members, who shall be selected by the Chief Justice of the Supreme Court, from names submitted, when appropriate, by the group or association they represent. The membership shall be constituted from the following groups and individuals:</p> <ul style="list-style-type: none"> <li>• Association of Washington Superior Court Administrators (1)</li> <li>• Court of Appeals (2)</li> <li>• District and Municipal Court Management Association (1)</li> <li>• District and Municipal Court Judges' Association (3) - - (one municipal or non-attorney judge)</li> <li>• Juvenile Court Administrators (1)</li> <li>• Law School Representative (1)</li> <li>• Superior Court Judges' Association (3)</li> <li>• The Administrator for the Courts (1)</li> <li>• Washington State Bar Association (1)</li> <li>• Washington State Association of County Clerks (1)</li> <li>• Washington State Supreme Court (1)</li> </ul>
<b>Chair chosen by:</b>	Committee members and appointed by the Chief Justice

<b>Chair's term length:</b>	One year
<b>Nominating process:</b>	Association Presidents asked to nominate representative. Letter sent to the Chief Justice (cc'd to education staffing BCE) asking for their appointment. Chief Justice appoints the members.
<b>Member term length:</b>	All members, except for the Administrator for the Courts, shall be appointed for terms of three years. The terms shall commence on July 1 and expire on June 30, provided that members, once appointed, shall serve until a successor is appointed.
<b>Members appointed by:</b>	Chief Justice

<b>Members:</b>	<b>Position (representing)</b>	<b>Member (name, address, phone, e-mail)</b>	<b>Service began</b>	<b>Term began</b>	<b>Term ends</b>
	Superior Court Administrator	(1) Andra Motyka Pierce County Superior	2003	07/01/09	6/30/15
	Court of Appeals	(1) Judge Stephen Dwyer COA, Division I	2011	07/01/11	6/30/14
		(2) Commissioner Eric Schmidt COA, Division III	2007	07/01/09	6/30/15
	District Court Administrators	(1) Theresa Ewing Thurston District	2013	07/01/13	6/30/16
	District Court Judges	(1) Judge James Docter Bremerton Municipal	2005	07/01/13	6/30/16
		(2) Judge Douglas Fair Edmonds Municipal	2008	07/01/11	6/30/14
		(3) Judge Maggie Ross Pierce District	2006	07/01/09	6/30/15
	Juvenile Court Administrator	(1) Paula Holter-Mehren Stevens County	2001	07/01/13	6/30/16

	Juvenile			
Law School Representative	(1) Dean Annette Clark Seattle University School of Law	2014	07/01/13	6/30/16
Superior Court Judges	(1) Judge Dean Lum Kitsap Superior	2012	07/01/12	6/30/15
	(2) Judge Chip Small Chelan Superior	2010	07/01/10	6/30/13
	(3) Judge Brian Tollefson Pierce Superior	2002	07/01/11	6/30/14
The Administrator for the Courts	(4) Ms. Callie Dietz		Continuous	Continuous
Washington State Bar Association	(5) Ms. Alexandra Carrillo Genentech Inc.	2013	07/01/13	6/30/16
County Clerks	(6) Ms. Kimberly Allen	2013	07/01/13	6/30/16
Supreme Court	(7) Justice Charles Wiggins	2011	07/01/11	6/30/14

**Meeting frequency:**

Quarterly and as called by the Chair

**Budget:**

Provided by Supreme Court/AOC. Currently at \$312,500 per fiscal year. Also some education funded by grants.

**Staffed by:**

Judith M. Anderson

**Charter Review:**

**Related links:**

## **Board for Court Education Organization Guidelines**

### **A. Purpose**

The purpose of the Board for Court Education is to improve the quality of justice in Washington by fostering excellence in the courts through effective education.

### **B. Membership**

The Board shall consist of sixteen members, who shall be selected by the Chief Justice of the Supreme Court, from names submitted, when appropriate, by the group or association they represent.

### **C. Meetings**

1. Four face-to-face meeting a quarter. Held at the SeaTac facility.
2. Chair can call a meeting (via conference call or eCCL) of the Executive Committee to discuss issues and make a decision between the face-to-face meetings.

### **D. Responsibilities**

1. The committee chair has overall responsibility for the decisions of the Board
2. The Board shall plan, implement, coordinate, or approve Board financed education and training of court personnel throughout the state. The Board will promote desirable minimum educational and curriculum standards for court judicial and non-judicial personnel. The Board will develop and promote instructional standards for education program. The Board will establish educational priorities. The Board will promote interjurisdictional education.

## **E. Committees**

### Standing Committees

1. Executive Committee. The Executive Committee will meet at the call of the Chair. It is the purpose of this committee to consider and take action on matters and emergencies arising between meetings of the Board, and, if necessary, to call special meetings of the Board.
2. Nominating Committee. Nominates new officers for election.
3. Budget Committee. Prepares budget submissions on a biennial basis, and adjustments in interim years.

### Advisor Committees

1. Mandatory Continuing Judicial Education Committee. Administers General Rule (GR) 26. Establishes and maintains operating procedures consistent with this rule. Reports annually to the Supreme Court and publicly releases the names of judicial officers who have not complied with the rule.
2. Judicial College Trustees. Creates governing policy for the College, establishes standards for programs and faculty, selects Deans who will have primary responsibility for the operation of the College, serves as liaison between the College and other interested parties, to develop the Judicial College curriculum and to plan for the expansion of the College.
3. Presiding Judges' Education Committee. Develops programs that provide education for Presiding Judges and Court Managers and focus on the developments of leadership skills; provide tools for use in the daily management and administration of their courts.

### Ad Hoc Committees

1. Board-Sponsored Education Programs. Responsible for programs that the Board sponsors but which do not have an association assigned to prepare and execute them. The Board should periodically review the need to activate this committee. Currently there is a committee for the Institute for New Court Employees and the Institute for Court Management programs.
2. Bylaws Committee – Responsible for periodically reviewing and updating the Board for Court Education's Bylaws.
3. Curriculum Committee - Serves to collect and preserve curricula submitted by associations, to establish policy and standards for periodic review and update of curriculum, to establish policy for and facilitate the use of curricula in educational program planning.
4. Research and Development – Focus on new technologies that can be utilized as new education delivery mechanisms. The Board should periodically review the need to activate this committee



# Mandatory Continuing Judicial Education Committee Organization Guidelines

<b>Purpose:</b>	The purpose of the committee is to a) administer General Rule (GR26); b) Establish operating procedures consistent with this rule; c) report annually to the Supreme Court and publicly release names of judicial officers who have not complied with the rule.
<b>Date created:</b>	December 4, 2003
<b>Duration:</b>	Ongoing
<b>Controlling authority:</b>	Board for Court Education (BCE)
<b>Composition:</b>	<ol style="list-style-type: none"> <li>1. Seven members <ul style="list-style-type: none"> <li>o 2 Superior Court Judges</li> <li>o 2 District/Municipal Court Judges (one from each level)</li> <li>o 2 Court of Appeals Judges</li> <li>o 1 Commissioner or Magistrate from any of the above jurisdictions.</li> </ul> </li> </ol>
<b>Chair chosen by:</b>	Committee members and appointed by BCE Chair
<b>Chair's term length:</b>	No limit
<b>Nominating process:</b>	Members are nominated by represented association or nominating committee, appointed by BCE chair
<b>Member term length:</b>	No limit. Limit can be designated by represented association.
<b>Members appointed by:</b>	BCE

<b>Members:</b>	<b>Position (representing)</b>	<b>Member (name, address, phone, e-mail)</b>	<b>Service began</b>	<b>Term began</b>	<b>Term ends</b>
	Appellate Court	(1) Eric B. Schmidt, COA II	NA	NA	NA
		(2) Debra Stephens Supreme Court	2010		NA
	Superior Court	(1) Ellen Fair, Snohomish (2) Carol Schapira, King	NA	NA	9/2015 9/2015
	District/Municipal Court	(1) Janet Garrow, KCDC (2) Sandra Allen, Ruston,	NA	NA	6/2015 6/2014
Commissioner Position	(1) Jacalyn Brudvik, Snohomish	NA	NA	6/2016	
<b>Meeting frequency:</b>	As called by the Chair. Usually quarterly				
<b>Budget:</b>	Provided by BCE				
<b>Staffed by:</b>	Judith M. Anderson				
<b>Charter Review:</b>	1/1/14				
<b>Related links:</b>					

## **Mandatory Continuing Judicial Education Organization Guidelines**

### **A. Purpose**

The BCE shall appoint a seven-member advisory committee, the Mandatory Continuing Judicial Education Committee, consisting of two members from the appellate courts; two members from the general jurisdiction courts, two members from the courts of limited jurisdiction; and one judicial officer such as a commissioner or magistrate from any of those jurisdictions. The responsibilities of this committee will be to a) administer GR26; b) establish operating procedures consistent with this rule; c) report annually to the Supreme Court and publicly release names of judicial officers who have not complied with the rule.

### **B. Membership**

1. Two members from the appellate court, nominated by their Presiding Chief judge and appointed by the BCE chair.
2. Two members from the general jurisdiction court, nominated by their association and appointed by the BCE chair.
3. Two members from the courts of limited jurisdiction, nominated by their association and appointed by the BCE chair.
4. Commissioner or magistrate position from any level of court, nominated by the MCJE committee and appointed by the BCE chair.
5. There are no term limits. Terms limitation to be determined by the associations.
6. Chair nominated by the membership and appointed by the BCE Chair.

### **C. Meetings**

1. Most meeting conducted by electronic communication, collaboration, and Learning (eCCL) online, teleconference and e-mail; however, the committee as a whole may have in-person meetings as needed and as funding permits
2. Chair establishes number of meetings. Currently there is a meeting quarterly.

#### **D. Responsibilities**

1. The committee chair has overall responsibility for the decisions of the committee. The Chair reports directly to the BCE and recommends any changes to GR26 or the standards.
2. Committee members will assist the chair and educator with maintenance of GR26 and the standards.
3. Committee members will participate in committee meetings and conference calls as often as possible.

#### **E. Committee Reimbursement for Meetings**

- a. If it determined there is a need for the committee to meet face-to-face, committee members will be reimbursed for expenses. Those traveling long distances may spend the night previous (or following) in a hotel near the meeting site at budget expense. Committee members are encouraged to travel by the most economical means practicable.



# Presiding Judges' Education Committee Organization Guidelines

<b>Purpose:</b>	The purpose of the Presiding Judges' Education Committee is to foster excellence among presiding judges (PJs) and their administrative team by organizing and providing education necessary to the peculiar functions of PJs, as outlined in GR 29. The National Association of Court Management (NACM) Core Competencies will provide the curricular basis for this educational effort. ( <a href="http://www.nacmnet.org/CCCG/cccg_homepage.htm">http://www.nacmnet.org/CCCG/cccg_homepage.htm</a> )
<b>Date created:</b>	Approved 2/26/09 – reviewed and approved 04/01/11
<b>Duration:</b>	Ongoing
<b>Controlling authority:</b>	Board for Court Education (BCE)
<b>Composition:</b>	<ol style="list-style-type: none"> <li>1. A committee made up of a balance of experienced and less experienced PJ and court managers appointed by the BCE.</li> <li>2. The committee is a composite of representatives from urban, mid-size, and small courts from both East and West of the mountains.</li> <li>3. Representatives from both the general and limited jurisdiction courts sit on the committee.</li> </ol>
<b>Chair chosen by:</b>	Committee members and appointed by the BCE
<b>Chair's term length:</b>	Two years
<b>Nominating process:</b>	Association Presidents will be asked by the chair to nominate committee members in September of each year. The Chair of the PJ committee sends letter to the BCE asking for approval of nominations

**Member term length:** Three years. Members may be reappointed for one consecutive 3 year term. Education committee members may serve more than one term at the discretion of the committee chair, and if their presence helps maintain the balance described above.

**Members appointed by:** BCE

Members:	Position (representing)	Member (name, address, phone, e-mail)	Service began	Term began	Term ends
	Superior Court Judge	(1) Tom Larkin, Pierce County - <b>Chair</b>	2012	01/01/12	12/31/14
		(2) T.W. "Chip" Small, Chelan County	2012	01/01/12	12/31/14
		(3) Maryann Moreno, Spokane County	2010	01/01/13	12/31/15
	District Court Judge	(1) Judge Gregory Tripp	2014	01/01/14	12/31/15
		(2) David Svaren, Skagit	2011	01/01/14	12/31/16
	Municipal Court Judge	(1) C. Kimi Kondo, Seattle	2013	01/01/14	12/31/16
		(2) Richard Kayne, Medical Lake	2009	01/01/12	12/31/14
	Superior Court Administrators	(1) Fona Sugg, Chelan	2013	01/01/13	12/31/15
	District Court Administrator	(1) Therese Murphy, Yakima	2013	01/01/13	12/31/15
	Municipal Court Administrator	(1) Margaret Yetter, Kent	2012	01/01/12	12/31/14
	Juvenile Court Administrator	(1) Paula Holter-Mehren, Stevens	2010	01/01/13	12/31/15

**Meeting frequency:** As called by the Chair

**Budget:** Historically provided by Administrative Office of the Courts (AOC) Judicial Services Division and the Board for Judicial Administration (BJA) for a 2 ½ day conference. Funding ended in FY 2009. BCE

	providing minimal funding for committee to continue planning process. 2010 State Justice Institute (SJI) grant awarded to AOC which provided funding to create "blended learning model" No current funding
<b>Staffed by:</b>	Judith M. Anderson, (lead) Jesse Walker, Court Education (webinars); Dirk Marler (AOC representative)
<b>Charter Review:</b>	1/1/14
<b>Related links:</b>	

### **Presiding Judges' Education Committee Organization Guidelines**

#### **A. Purpose**

The purpose of the Presiding Judges' Education Committee is to foster excellence among presiding judges (PJs) and their administrative team by organizing and providing education necessary to the peculiar functions of PJs, as outlined in GR 29. The National Association of Court Management (NACM) Core Competencies will provide the curricular basis for this educational effort. ([http://www.nacmnet.org/CCCG/cccg\\_homepage.htm](http://www.nacmnet.org/CCCG/cccg_homepage.htm))

#### **B. Membership**

1. A committee made up of a balance of experienced and less experienced PJ and court managers should be appointed by the BCE.
2. The committee should be a composite of representatives from urban, mid-size, and small courts from both East and West of the mountains.
3. Representatives from both the general and limited jurisdiction courts should sit on the committee.
4. Member terms will be three years, overlapping to help assure the above balance is achieved. Education committee members may serve more than one term at the discretion of the committee chair, and if their presence helps maintain the balance described above. Terms will run from January 1 through December 31 of the appropriate years.
5. Association presidents will be asked to nominate committee members in September of each year.
6. Recruitment of new committee members will begin in September previous to the term beginning in January.
7. One member shall be nominated as committee chair and will be appointed to a two-year term by the BCE. The chair's term will be from January 1 through December 31 of the appropriate years.
8. Association presidents will receive notice of BCE selection of members to sit on the committee from the PJ Education Chair.

9. Committee members are encouraged to attend the AOC Faculty Development Program during the first year of their membership on the committee, unless they have attended prior to their appointment.

### **C. Meetings**

1. Most planning and curriculum work will be done by electronic communication, collaboration, and Learning (eCCL) online, teleconference and e-mail; however, the committee as a whole may have in-person meetings for planning as funding permits.
2. If there is a Presiding Judges' Conference, the committee will plan to meet during the annual Presiding Judges' Conference and if needed and called by the chair, at the annual Washington Judicial Conference.
3. Committee members will be reimbursed for expenses for face-to-face meetings. Those traveling long distances may spend the night previous (or following) in a hotel near the meeting site at budget expense. Committee members are encouraged to travel by the most economical means practicable.

### **D. Responsibilities**

1. The committee chair has overall responsibility for the decisions of the committee. They will attend the PJ Conference and introduce the conference, chair meetings, coordinate with the assigned AOC educator on education/support matters, oversee the organization of the conference, and recruit new committee members.
2. Committee members will assist the chair and educator with the organization of the PJ Conference and webinars.
3. Committee members will take responsibility for individual sessions at the conference, assist in finding appropriate faculty, coordinate with the faculty for assigned sessions to insure appropriate content, assist the faculty and educator with the educational soundness of sessions, and help insure timely submission of materials to the educator for editing and printing.
4. Committee members will participate in committee meetings and conference calls as often as possible.
5. Committee members will assist the chair to recruit their replacement in the fall prior to the end of their term.

### **E. Presiding Judges' Conference**

1. If funding is available, the conference will be held in late fall. This timeframe will allow newly elected PJs to participate in a conference before taking on their duties as PJ.
2. The conference will be organized around one or more of the NACM core competencies.
3. The conference presumes the participation of the PJ *and* the administrator or manager as a team. Exceptions will be considered on a space-available basis.
4. The conference will be of a practical nature and will deal with issues unique to PJs.
5. Sessions will be interactive and employ theories of adult education in order to engage the audience and maximize learning.
6. A conference survey may be used to direct the theme of upcoming conferences.

**F. Reimbursement for Faculty**

- a. Faculty who are not participants or education committee members will be reimbursed for lodging, meals, and mileage. They will not be charged an incidental fee.
- b. Faculty costs will come out of the PJ conference budget.



# Board for Court Education: Judicial College Trustee Guidelines

<b>Purpose:</b>	Creates governing policy for the Judicial College; establishes standards for programs and faculty; selects Deans who will have primary responsibility for the operation of the College; serves as liaison between the College and other interested parties; develops curriculum guidelines; and plans for the expansion of the College.
<b>Date created:</b>	2004
<b>Duration:</b>	Ongoing
<b>Controlling authority:</b>	Board for Court Education (BCE)
<b>Composition:</b>	The Judicial College Trustees have six voting members and the current deans of the college are ex officios: <ul style="list-style-type: none"> <li>• Court of Appeals (1)</li> <li>• District and Municipal Court Judges' Association (2) - - (one representative from both levels)</li> <li>• Superior Court Judges' Association (2) - (one commissioner represented)</li> <li>• BCE Representative (1)</li> </ul>
<b>Chair chosen by:</b>	Committee members and appointed by the Board for Court Education Chair
<b>Chair's term length:</b>	Indefinite
<b>Nominating process:</b>	Association makes a nomination to the Board for Court Education. The BCE Chair appoints
<b>Member term length:</b>	Indefinite or limited by Association they represent
<b>Members appointed by:</b>	BCE Chair

<b>Members:</b>	<b>Position (representing)</b>	<b>Member (name, address, phone, e-mail)</b>	<b>Service began</b>	<b>Term began</b>	<b>Term ends February</b>
	Court of Appeals	(1) R. J. Leach – Chair Court of Appeals, Division I	2009	2012	2014
	District Court Judges	(1) Judge Maggie Ress, Pierce District Court	2010	2014	2016
		(2) Judge Patricia Connelly Walker, Spokane District Court	2011	2012	2014
	Superior Court Judges	(1) Judge Jack Nevin, Pierce Superior Court	2013	2013/2014	2016
(2) Comm. Craig Adams, Pierce Superior Court		2013	2013/2014	2016	
Board for Court Education	(3) Judge Chip Small, Chelan Superior		Continuous	Continuous	
<b>Meeting frequency:</b>	Twice a year. Once face-to-face with the deans to debrief the Judicial College (February). Online meetings as needed. New Judicial College Curriculum project starting in 2013. Meeting frequency will increase.				
<b>Budget:</b>	Meeting costs paid for by the BCE				
<b>Staffed by:</b>	Judith M. Anderson				
<b>Charter Review:</b>					
<b>Related links:</b>					

## **Judicial College Trustees Bylaws**

### **Article I Name and Authorization**

The name of the organization is the Judicial College Trustees (JCT). The JCT exists by the authorization of the Board for Court Education (BCE) and is an advisory committee to the BCE.

### **Article II Purpose**

The Mission of the Judicial College Trustees: Create governing policy for the Judicial College; establish standards for programs and faculty; select Deans who will have primary responsibility for the operation of the College; serve as liaison between the College and other interested parties; develop curriculum guidelines; and plan for the expansion of the College.

The Mission of the Judicial College: To provide all judicial officers with the highest quality of education possible to meet their needs for the essential knowledge, skills, and abilities in their professional role.

### **Article III Membership**

The JCT shall consist of five (5) members who shall be selected by the Trustees and appointed by the BCE. The membership shall be constituted from the following groups and individuals:

- Appellate Member (1)
- District and Municipal Court Judges' Association Members (2) (One of whom is a municipal court judge)
- Superior Court Judges' Association Members (2) (One of whom is a commissioner on the Education Committee.)

Trustees shall be chosen based on the following principles:

- a) Suitability for the designated position.
- b) Experience – having served on a judicial education committee and presented at a Judicial College (or other educational or teaching experience).
- c) Diversity (of bench, position, gender, geography, and ethnicity).
- d) One District Court Judge and one Municipal Court Judge
- e) One Superior Court Judge and one Superior Court Commissioner

#### **Article IV**

##### **Term of Membership – Vacancies, Cessation of Membership Upon Termination of Office or Employment**

Members shall serve staggered, three-year terms starting February 1 of the year elected.

A member is limited to serving two, consecutive full terms (however, a member's service is automatically extended for such time as required to permit service as an officer). A former member may serve a second, three-year term after a full, three-year period has passed since they last served.

The BCE may fill a vacancy of any member position with the appointee serving until the next regular election of members.

#### **Article V**

##### **Officers – Terms and Selection**

The officers of the JCT shall include a Chair and Vice Chair. The JCT will select its officers, prior to the end of February of each year. Officer terms shall be for one year. An officer may serve a maximum of two, consecutive terms in a specific office.

#### **Article VI**

##### **Duties of Officers**

The Chair will conduct meetings, appoint special committees as needed, serve as spokesperson for the JCT, set agendas, and serve as a liaison to the Administrative Office of the Courts (AOC).

The Vice Chair will assist the Chair as needed, chair meetings in the absence of the Chair, and become familiar with the Chair's responsibilities.

## **Article VII Judicial College Trustees Powers and Duties**

The JCT, as a whole, will oversee and retain responsibility for the following tasks:

- a) Adopt general policy guidelines for the Judicial College.
- b) Assess Judicial College programs with the Deans to determine compliance with curriculum guidelines and consider recommendations for improvement.
- c) Be available as a sounding board for the Deans.
- d) Review and assess compliance with the roles and responsibilities assigned to the JCT, Deans, faculty, staff, and students as outlined by the guidelines.
- e) Assist in the recruitment of highly qualified Deans.

The JCT will be subject to the attached Judicial College Trustees Expectations as established on May 14, 2004, including any amendments and additions thereto.

## **Article VIII Responsibilities**

The JCT will conduct curriculum and long-range planning for the Judicial College. The responsibilities shall include adoption of broad curriculum development guidelines; establishment of a protocol for course completion; review and consideration of course proposals from groups and individuals; identification and encouragement of the use of alternate methods of College curriculum delivery; and planning and conducting periodic curriculum symposia. The Committee will also identify and develop long-range strategies for coordination of judicial education.

The JCT will nominate qualified and diverse candidates for the JCT and officer positions. The JCT shall solicit submissions from the BCE, and the education committees of the judicial associations. The JCT may also submit names in the event of a vacancy.

The JCT establishes Dean qualifications and responsibilities; protocols for Dean oversight of faculty, debriefing process, and establishment of broad faculty qualification guidelines

The JCT develops proposals for both the JCT and Judicial College budgets. The JCT reviews proposals, which have a financial impact on outside interest groups, and coordinates with the AOC to submit proposals to the BCE. Considerations include policies for different Judicial College locations and expansion of programs.

### **Article IX Meetings and Quorums**

The JCT shall meet quarterly as scheduled by the chair. Other meetings may be scheduled by the Chair as necessary with notice reasonable for the purpose of the meeting.

Motions and decisions of the JCT require a majority vote of the members for approval. However, members may give a proxy to another trustee upon submitting a written or e-mail statement of proxy to the Chair. Additionally, the Chair may call for a special vote by e-mail.

If a JCT member is unable to attend a JCT meeting, the president of an association or JCT representative may delegate another member to attend, participate in discussion, and vote on all matters coming before the JCT. If a JCT member misses more than two, consecutive meetings, without representation by proxy, the Chair may declare the position vacant and request replacement upon majority vote.

### **Article X Ratification, Amendments, and Repeal of Bylaws**

These bylaws shall be approved by two-thirds of the JCT members. These bylaws may be amended in the following manner: 1) a copy of the proposed motion or resolution shall be sent to each JCT member at least 20 days prior to the meeting at which such proposed motion or resolution is to be considered, and 2) two-thirds of the members in attendance at the meeting approve the amendment.

Adopted this 11<sup>th</sup> day of December 2006.  
Revised June 2011

## **BOARD FOR COURT EDUCATION**

### **OFFICERS**

Chair – Nominated by the members and appointment by the Chief Justice.  
Vice Chair, Secretary – Selected by the members only.

### **BOARD FOR COURT EDUCATION MEMBERSHIP**

Sixteen (16) members, selected by associations and nominated for appointment by the Chief Justice:

- Association of Washington Superior Court Administrators (1)
- Court of Appeals (2)
- District and Municipal Court Management Association (1)
- District and Municipal Court Judges' Association (3)
- Juvenile Court Administrators (1)
- Law School Representative (1)
- Superior Court Judges' Association (3)
- The Administrator for the Courts (1)
- Washington State Bar Association (1)
- Washington State Association of County Clerks (1)
- Washington State Supreme Court (1)

**Purpose:** The purpose of the Board is to improve the quality of justice in Washington by fostering excellence in the courts through effective education.  
Meetings: Quarterly – August, December, March, June.

### **BCE BOARD STANDING COMMITTEES**

(Only BCE members may serve)

#### **Executive**

Chair, Vice Chair, Secretary, Administrator for the Courts, and up to four other members designated by the chair.

**Purpose:** To consider and take action on matters and emergencies arising between meetings of the Board, and if necessary, to call special meetings of the Board.

#### **Budget**

Four (4) members, selected by the BCE Chair– Representatives judges, court administrator and other members of the BCE.

Meets annually to review and recommend a fiscal and/or biennial budget to the membership.

**Purpose:** Prepares budget submissions on a biennial basis and adjustments in interim years.

**Nominating**

Three (3) members. Members appointed by the BCE Chair. Canvas the membership relative to officer position; ascertain interest/commitment of potential leaders.

**Purpose:** Provides slate of nominations for election. Meets annually and makes recommendation to membership at the first meeting of the fiscal year.

**Curriculum**

Members appointed by the BCE chair. Serve to collect and preserve curricula submitted by associations. Also ad hoc committees may be appointed for special projects.

**Purpose:** Establish policy and standards for periodic review and update of curricula. Establish policy for, and facilitate the use of, curricula in education program planning.

**BCE ADVISORY COMMITTEES**  
(Committee Membership Open)

**Judicial College Trustees (JCT)**

Officers: Chair,

6 voting members, 2 ex officio (current deans).

(Nominated by represented association or nominating committee, appointed by BCE Chair or approved by membership):

Superior Court Judges' Association (2)

(1 of whom is a Commissioner—Education Committee)

District and Municipal Court Judges' Association (2)

Appellate Member (1)

Deans (2) Ex Officio

**Purpose/Mission:** Creates governing policy for the Judicial College; establishes standards for programs and faculty; selects Deans who will have primary responsibility for the operation of the College; serves as liaison between the College and other interested parties; develops curriculum guidelines; and plans for the expansion of the College.

**Committees:** Budget, Curriculum and Long-Range Planning, Nominating, and Deans and Faculty Committee.

**Meetings:** Annually with the Judicial College Deans for a review of the College.

### **Presiding Judges Education Committee**

(Nominated by represented association. PJ Chair send nomination to BCE, appointed by BCE Chair . Chair is chosen by membership and appointed to 2 year term by BCE chair):

7 Members:

Superior Court Judge (1)      Mid-size court  
Superior Court Judge (1)  
District Court Judge (1)      Mid-size court  
District Court Judge (1) \*  
Municipal Court Judge (1) \*  
Superior Court Administrator (1)  
District or Municipal Court Administrator (1)  
\*Single Judge Court to be represented

**Purpose:** The purpose of the Committee is to develop a curriculum for presiding judges and court managers; and to deliver that curriculum in the context of annual conferences for the presiding judges and managers. Education specifically focusing on team building as well as the development of leadership and management skills is critical.

**Meetings:** As needed to produce annual program.

### **Mandatory Continuing Judicial Education Committee**

(Nominated by represented association or nominating committee, appointed by BCE Chair or approved by membership):

Officer: Chair

7 Members:

Superior Court Judge (2)  
District and Municipal Court Judge (2)  
Court of Appeals Judge (2)  
Judicial Officer such as a Commissioner or Magistrate from any of those jurisdictions (1)

**Purpose:** Administer General Rule (GR) 26; establish operating procedures consistent with this rule; report annually to the Supreme Court and publicly release names of judicial officers who have not complied with the rule.

### **Board Sponsored Education Programs**

Responsible for programs that sponsored by BCE (funded), but which do not have an association assigned to prepare and execute them. (i.e. Faculty Development).



## Certified Professional Guardianship Board

### STANDING COMMITTEE CHARTER

- I. **Committee Title:** Standards of Practice Committee
- II. **Authorization:** GR 23.
- III. **Purpose:** The Standards of Practice Committee accepts inquiries and complaints from the public and performs the following duties:
  1. Supervise the grievance and investigation process;
  2. Dismiss and conditionally settle grievances;
  3. Recommend disciplinary sanctions to the Board; and
  4. Recommend revisions to Standards of Practice and the disciplinary regulations.
- IV. **Policy Area:** Guardian Discipline.
- V. **Expected Deliverables or Recommendations:** Dismissal of grievances; Agreements Regarding Discipline and proposed Complaints; revisions to Standards of Practice and disciplinary regulations.
- VI. **Members:** The SOPC shall have three members appointed by the Board Chair. At least one member must be a certified professional guardian and at least one member must be an attorney or judicial officer. The Board Chair shall designate one member as the chair of the committee. All committee members will serve a term of one year.
- VII. **Committees Performing Similar Function:** Interpreter Program Disciplinary Committee.
- VIII. **Potential Partners:** Interpreter Program.
- IX. **Reporting Requirements:** As needed to Certified Professional Guardianship Board.
- X. **Budget Requested:** \$180,000.

XI. **AOC Staff Support Requested:** Two grievance investigators.

XII. **Recommended Review Date:** June, 2015.

*Adopted: June 9, 2014*  
*Amended: Mo/Day/Year*



## Certified Professional Guardianship Board

### CHARTER

- I. **Title:** Certified Professional Guardianship Board.
- II. **Authorization:** GR 23.
- III. **Purpose:** The Certified Professional Guardianship Board exists to protect the public by ensuring that services from members of the guardianship profession are provided in a competent and ethical manner.

The Board has the authority to:

- Set standards as to who may enter the profession;
- Set standards of practice for those working in the profession;
- Create rules for when and how members may be sanctioned or removed from the profession, including a process to investigate grievances; and
- Establish a complaint and appeal process which allows the public and members of the profession to raise concerns about services professionals provide.

- IV. **Policy Area:** Regulation of Professional Guardians.

- V. **Expected Deliverables or Recommendations:**

The Certified Professional Guardianship Board is the regulatory authority for the practice of professional guardianship in Washington State. The Board is charged with establishing the standards and criteria for the certification of professional guardians, as defined by RCW 11.88.008.

**The Board Shall:**

- Process applications for guardianship certification;
- Adopt and implement policies, regulations and standards of practice;
- Adopt and implement a professional guardian training program;
- Adopt and implement procedures to review any allegation that a professional guardian has violated an applicable statute, fiduciary duty, standard of practice, rule, regulation, or other requirement governing the conduct of professional guardians;
- Hold meetings as necessary; and

- Establish and collect fees to support the duties and responsibilities of the Board.

**The Board May:**

- Investigate to determine if an applicant for certification meets the certification requirements;
- Recommend certification to the Supreme Court;
- Deny guardianship certification;
- Adopt and implement regulations for guardian continuing education; Investigate to determine whether a professional guardian has violated any statute, duty, standard of practice, rule, regulation or other requirement governing the conduct of professional guardians;
- Take disciplinary action and impose disciplinary sanctions based on findings that establish a violation of an applicable statute, duty, standard of practice, rule, regulation or other requirement governing the conduct of professional guardians; and
- Issue written ethics opinions.

**VI. Membership:**

Membership of the Board is specified in GR 23 as follows:

The Supreme Court shall appoint a Certified Professional Guardian Board ("Board") of 12 or more members. The Board shall include representatives from the following areas of expertise: professional guardians; attorneys; advocates for incapacitated persons; courts; state agencies; and those employed in medical, social, health, financial, or other fields pertinent to guardianships. No more than one-third of the Board membership shall be practicing professional guardians.

**Current Membership:**

<b>Name</b>	<b>Representing</b>	<b>Date First Appointed</b>	<b>Term Expires</b>
Judge James W. Lawler, Chair	Lewis County Superior Court	10/1/09	9/30/15
Judge Robert Swisher, Vice-Chair	Benton and Franklin Counties Superior Courts	10/1/09	9/30/15
Comm. Rachelle E. Anderson	Spokane County Superior Court	10/1/12	9/30/15
Mr. Gary Beagle	Certified Professional Guardian	10/1/07	9/30/16
Ms. Rosslyn Bethmann	Arc of Spokane	10/1/12	9/30/15
Dr. Barbara Cochrane	Professor, UW School of Nursing	12/1/10	9/30/16

Ms. Nancy Dapper	Senior Interests	10/1/07	9/30/16
Mr. Andrew Heinz	Washington State Bar Association	10/1/12	9/30/15
Mr. William Jaback	Certified Professional Guardian	10/1/10	9/30/16
Judge Sally F. Olsen	Kitsap County Superior Court	10/1/11	9/30/14
Ms. Emily Rogers	Arc of Washington	5/1/10	9/30/14
Ms. Carol Sloan	Adult Protective Services,	12/1/10	9/30/14
Mr. Gerald R. Tarutis	Washington State Bar Association	10/1/13	9/30/16

VII. **Term Limits:**

The term for a member of the Board shall be three years. No member may serve more than three consecutive full three-year terms, not to exceed nine consecutive years, including any unfilled term. Terms shall be established such that one-third shall end each year. All terms of office begin October 1 and end September 30 or when a successor has been appointed, whichever occurs later.

VIII. **Boards/Commission Performing Similar Function:** The Interpreter Commission credentials spoken language interpreters.

IX. **Potential Partners:** SCJA Guardianship and Probate Committee, Interpreter Commission, Minority and Justice Commission, Board for Court Education, Access to Justice Board.

X. **Reporting Requirements:** Annually to the Supreme Court.

XI. **Budget Requested:** \$45,000.

XII. **AOC Staff Support Requested:** 30 to 40 hours per month.

XIII. **Recommended Review Date:** June, 2015.

*Adopted: June 9, 2014*  
*Amended: Mo/Day/Year*



## Certified Professional Guardianship Board

### STANDING COMMITTEE CHARTER

- I. **Committee Title:** Nominating Committee.
- II. **Authorization:** GR 23.
- III. **Purpose:** The Nominating Committee has the following duties:
  1. Receive and review letters of interests from any person interested in becoming a board member. Assess an applicant's relevant background, experience and interest. Determine if potential conflicts of interests can be mitigated or diffused and are not significantly adverse to the mission of the board. Evaluate nominees based on the demographic and experience needs of the Board.
  2. Provide two nominees to the Supreme Court for each vacancy.
- IV. **Policy Area:** Board Membership.
- V. **Expected Deliverables or Recommendations:** Recommend nominees for board membership.
- VI. **Members:** The Chair will appoint members as needed.
- VII. **Committees Performing Similar Function:** Every Supreme Court board and commission should have a nominating committee.
- VIII. **Potential Partners:** Every Supreme Court board and commission.
- IX. **Reporting Requirements:** As Needed to Certified Professional Guardianship Board.
- X. **Budget Requested:** None.
- XI. **AOC Staff Support Requested:** Five to ten hours per year.
- XII. **Recommended Review Date:** June, 2015.

*Adopted: June 9, 2015*  
*Amended: Mo/Day/Year*



## Certified Professional Guardianship Board

### STANDING COMMITTEE CHARTER

- I. **Committee Title:** Application/Certification
- II. **Authorization:** GR 23
- III. **Purpose:** The Application/Certification Committee has the following duties:
  1. Review applications for certification and recommend approval or denial to the Certified Professional Guardianship Board;
  2. Monitor compliance with annual recertification requirements;
  3. Recommend revisions to regulations establishing the requirements for certification and annual recertification.
- IV. **Policy Area:** Credentialing of candidates for guardianship certification.
- V. **Expected deliverables or recommendations:** Recommend approval or denial of certification and revisions to application and certification regulations.
- VI. **Membership:** The Chair of the Board shall appoint the members of the Certification and Application Committee. The Chair of the Board shall designate one of the committee members as the committee chair. The term of all members, including the chair, shall be one year.
- VII. **Committees Performing Similar Function:** None. The Interpreter Program credentials spoken language interpreters, but AOC staff performs all functions associated with approving and denying applications for certification or registration.
- VIII. **Potential Partners:** None.
- IX. **Reporting Requirements:** As needed to Certified Professional Guardianship Board.
- X. **Budget Requested:** \$36,000 (Half time Program Assistant).
- XI. **AOC Staff Support Requested:** 20 hours per week.

XII. **Recommended Review Date:** June 2015.

*Adopted: June 9, 2014*  
*Amended: Mo/Day/Year*



## Certified Professional Guardianship Board

### STANDING COMMITTEE CHARTER

- I. **Committee Title:** Education Committee.
- II. **Authorization:** GR 23.
- III. **Purpose:** The Education Committee has the following duties:
  1. Recommend, review, ratify and monitor staff approval of continuing education requirements for professional guardians;
  2. Monitor guardian compliance with continuing education requirements;
  3. Identify for each continuing education reporting period the emerging issue(s) that should be addressed in guardianship education;
  4. Serve on the UW Guardianship Certificate Program advisory committee charged to review and approve the training required for initial certification as a professional guardian; and
  5. Respond to requests from the Washington Court's Board for Court Education to recommend education for judicial officers, which addresses guardianship standards.
- IV. **Policy Area:** Initial and continuing education of professional guardians and education of judicial officers.
- V. **Expected Deliverables or Recommendations:** Improvements to the University of Washington Guardianship Certificate Program, continuing education requirements and the emerging topics that should be included in training.
- VI. **Membership:** The Chair of the Board shall appoint the members of the Education Committee. The Chair of the Board shall designate one of the committee members as the committee chair. The term of all members, including the Chair, shall be one year.
- VII. **Committees Performing Similar Function:** Superior Court Judges' Association Guardianship and Probate Committee, and the

Board for Court Education.

- VIII. **Potential Partners:** Education committees for all Superior Court Commissions (Gender and Justice, Interpreter, Minority and Justice), SCJA Guardianship and Probate Committee and Board for Court Education.
- IX. **Reporting Requirements:** As needed to Certified Professional Guardianship Board
- X. **Budget Requested:** None.
- XI. **AOC Staff Support Requested:** 2 hours per month.
- XII. **Recommended Review Date:** June, 2015.

*Adopted: June 9, 2014*  
*Amended: Mo/Day/Year*



## Certified Professional Guardianship Board

### STANDING COMMITTEE CHARTER

- I. **Committee Title:** Regulations, Ethics Advisory and Appeals
- II. **Authorization:** GR 23
- III. **Purpose:** The Regulations, Ethics Advisory and Appeals Committee has the following duties:
  1. Coordinate proposed regulation changes for consistency among all regulations;
  2. Review all regulations for necessary updates;
  3. Review all requests for ethics advisory opinions and draft responses to those requests the Committee decides to answer;
  4. Approve or deny appeals; and
  5. Other duties as assigned by the Chair of the Board.
- IV. **Policy Area:** Guardian regulation.
- V. **Expected deliverables or recommendations:** Recommend revisions to all regulations and draft advisory opinions.
- VI. **Membership:** The Chair of the Board may appoint a Rules Committee, if necessary. The Chair shall designate the members of the committee, the chair of the committee, and the term of the committee members.

The Chair of the Board shall appoint an Ethics Advisory Committee consisting of at least three Board members. The Chair of the Board shall designate one of the members as the chairperson of the Committee.

The Chair shall appoint an Appeals Panel made up of three Board members who did not serve on the Application Committee.

The Chair shall appoint an Appeals Panel made up of three Board members who did not serve on the Financial Responsibility Committee. The Chair shall name one member of the panel as the chair of the panel.

- VII. **Committees Performing Similar Function:** The Interpreter Commission has a regulations and issues committee which performs similar functions.
- VIII. **Potential Partners:** Interpreter Commission.
- IX. **Reporting Requirements:** As needed to Certified Professional Guardianship Board.
- X. **Budget Requested:** None.
- XI. **AOC Staff Support Requested:** Five to ten hours per month.
- XII. **Recommended Review Date:** June, 2015.

*Adopted: June 9, 2014*  
*Amended: Mo/Day/Year*



WASHINGTON  
COURTS

ADMINISTRATIVE OFFICE OF THE COURTS

Callie T. Dietz  
State Court Administrator

August 7, 2014

Ms. Shannon Hinchcliffe  
Administrative Office of the Courts  
1206 Quince St SE  
PO Box 41170  
Olympia, WA 98504-1170

Dear Ms. Hinchcliffe,

In 2014, the Board for Judicial Administration (BJA) recommended that all judicial branch entities consider implementing chartering and committee standards. In response to this recommendation, the Court Management Council (CMC) created a new charter and updated its bylaws. Copies of the CMC charter and bylaws are attached. A current membership roster is also attached.

The CMC does not currently have any subcommittees.

Please contact us if you have any questions or need further information.

Sincerely,

Handwritten signature of Callie T. Dietz in cursive.

Callie T. Dietz  
CMC Co-Chair  
State Court Administrator

Handwritten signature of Sonya Kraski in cursive.

Sonya Kraski  
CMC Co-Chair  
Snohomish County Clerk

attachments



## Court Management Council (CMC)

### COMMITTEE CHARTER

I. Title

Court Management Council (CMC)

II. Authorization

Supreme Court Order 25700-B-217; Bylaws, adopted August 18, 1987; amended October 21, 1987; October 17, 1999; November 16, 2001; September 26, 2007, and June 30, 2014.

III. Purpose

The Court Management Council shall serve as a statewide forum for enhancing the administration of the courts. It is uniquely comprised of non-judicial court professionals, and established to recommend policy development and facilitate statewide organizational improvements that promote the quality of justice, access to the courts, future planning, and efficiency in court and clerks' office operations statewide.

IV. Policy area

Included in, but not limited to, the responsibility of the CMC is: 1) serving as administrative subject-matter resources in the development and implementation of judicial branch legislation; 2) providing, by majority vote, direction to the Administrative Office of the Courts on other matters affecting the administration of the courts; and, 3) fostering communication among the various entities providing court administration.

V. Expected deliverables

Project- or policy-dependent, including, but not limited to, the Board for Judicial Administration and the constituent Associations represented on the Council.

## VI. Membership

Membership in the Court Management Council shall consist of two members from each of the following: Washington State Association of County Clerks, District and Municipal Court Management Association, Association for Washington Superior Court Administrators, and Washington Association of Juvenile Court Administrators. One Court of Appeals Court Administrator/Clerk, the Clerk of the Supreme Court, and the State Court Administrator or a designee from that office shall also serve.

Members shall serve two year overlapping terms to ensure continuity of project/policy development, adoption and implementation.

The State Court Administrator shall serve as a co-chair. Another co-chair position shall rotate for a one year term among the following: the Washington State Association of County Clerks, District and Municipal Court Management Association, Association for Washington Superior Court Administrators, Washington Association of Juvenile Court Administrators; a Court of Appeals Court Administrator/Clerk designated by the Court Administrator/Clerks of the Court of Appeals; and the Clerk of the Supreme Court. The term shall run from July 1–June 30.

If an association member is unwilling or unable to serve as co-chair, the other association member may serve. If no Council member from the association or court level is willing and able to serve as co-chair on July 1, the co-chair duties shall rotate to the next association or court level in the cycle.

If a vacancy occurs in any representative position, the bylaws of the governing group shall determine how the vacancy will be filled.

## VII. Term Limits

The CMC member terms run from July 1–June 30. Terms for the members from each Association group will begin in alternate years, to ensure continuity of project/policy development, adoption and implementation.

## VIII. Other branch committees addressing the same topic

Project- and/or policy-dependent. Because the CMC will focus on issues of commonality across all levels of court, it is anticipated the CMC will address

many of the same topics as the Board for Judicial Administration, each Association, and other judicial branch committees, subcommittees and workgroups.

IX. Other branch committees to partner with

Project- and/or policy-dependent. Because the CMC will focus on issues of commonality across all levels of court, it is anticipated the CMC will partner with the Board for Judicial Administration, each Association and other judicial branch committees, subcommittees and workgroups.

X. Reporting Requirements

Project- and/or policy-dependent. The CMC will present an annual report to the Board for Judicial Administration.

XI. Budget Requested

Except to provide in-kind resources and support for projects undertaken by the CMC and travel expenses for the annual in-person meeting with the Board for Judicial Administration, no formal State budget allocation is requested.

XII. AOC Staff Support Requested

The State Court Administrator shall provide staff for the Council.

XIII. Recommended Review Date

Every three years, beginning on the adopted date of this charter.

Date Created: August 1987

Duration: ongoing

Meeting Frequency: There shall be regularly scheduled meetings of the Court Management Council at least quarterly, with monthly meetings during the legislative sessions. At least two meetings per year shall be held in person, with the final meeting each year held jointly with the BJA. Reasonable notice of meetings shall be given to each member. Special meetings may be called by any member of the Council. Reasonable notice of special meetings shall be given to each member.

*Adopted: Mo/Day/Year*

*Amended: Mo/Day/Year*

## COURT MANAGEMENT COUNCIL

### BYLAWS

#### ARTICLE I

##### Purpose

The Court Management Council shall serve as a statewide forum for enhancing the administration of the courts. Included in, but not limited to, that responsibility is: 1) serving as administrative subject-matter resources in the development and implementation of judicial branch legislation; 2) providing, by majority vote, direction to the Administrative Office of the Courts on other matters affecting the administration of the courts; 3) fostering communication among the various entities providing court administration.

#### ARTICLE II

##### Membership

Membership in the Court Management Council shall consist of two members from each of the following: Washington State Association of County Clerks, District and Municipal Court Management Association, Association for Washington Superior Court Administrators, and Washington Association of Juvenile Court Administrators. One Court of Appeals Court Administrator/Clerk, the Clerk of the Supreme Court, and the State Court Administrator or a designee from that office shall also serve. The State Court Administrator shall provide staff for the Council.

Members shall serve two-year overlapping terms to ensure continuity of project/policy development, adoption, and implementation.

#### ARTICLE III

##### Officers and Representatives

The State Court Administrator shall serve as a co-chair.

Another co-chair position shall rotate for a one year term among the following: the Washington State Association of County Clerks, District and Municipal Court Management Association, Association for Washington Superior Court Administrators, Washington Association of Juvenile Court Administrators; a Court of Appeals Court Administrator/Clerk designated by the Court

Administrator/Clerks of the Court of Appeals; and the Clerk of the Supreme Court. The term shall run from July 1–June 30.

If an association member is unwilling or unable to serve as co-chair, the other association member may serve. If no Council member from the association or court level is willing and able to serve as co-chair on July 1, the co-chair duties shall rotate to the next association or court level in the cycle.

#### ARTICLE IV

##### Duties of Co-chairs

The co-chairs shall preside at all meetings of the Council, performing the duties usually incident to such office, and shall be the official spokespersons for the Council. The co-chairs shall appoint the chairs of all committees.

One co-chair may perform all duties of the chair in the absence or incapacity of the other co-chair.

#### ARTICLE V

##### Vacancies

If a vacancy occurs in any representative position, the bylaws of the governing group shall determine how the vacancy will be filled.

#### ARTICLE VI

##### Committees

Standing committees of the Court Management Council shall be established by unanimous vote. Ad hoc committees and task forces shall be established by majority vote.

Each committee shall have such authority as the Council deems appropriate.

Membership on all committees and task forces will reflect equal representation from all represented associations. Committees shall report in writing to the Court Management Council as appropriate to their charge.

## ARTICLE VII

### Regular Meetings

There shall be regularly scheduled meetings of the Court Management Council at least quarterly, with monthly meetings on an as-needed basis. Reasonable notice of meetings shall be given to each member.

At least two meetings per year shall be held in person, with the final meeting each year held jointly with the Board for Judicial Administration (BJA).

## ARTICLE VIII

### Special Meetings

Any member of the Council may call special meetings. Reasonable notice of special meetings shall be given each member.

## ARTICLE IX

### Quorum

Six members of the Council shall constitute a quorum.

## ARTICLE X

### Voting

Each member of the Court Management Council shall have one vote. An absent member can authorize a vote by proxy. A proxy shall be given to the representative or alternate from the absent member's association.

## ARTICLE XI

### Amendments and Repeal of Bylaws

These bylaws may be amended or modified at any regular or special meeting of the Council at which a quorum is present by unanimous vote. No motion or resolution for amendment may be considered by the Council unless a copy of the proposed motion or resolution has been given to each member at least thirty (30) days prior to the meeting at which such proposed motion or resolution is to be considered.

APPROVED: August 18, 1987  
AMENDED: October 21, 1987  
AMENDED: October 17, 1999  
AMENDED: November 16, 2001  
AMENDED: September 26, 2007  
Amended: June 2014

**Court Management Council (CMC) Members**  
**July 1, 2014 – June 30, 2015**

**Co-Chairs**

Callie Dietz  
State Court Administrator  
Administrative Office of the Courts

Sonya Kraski  
Snohomish County Clerk

**Association of Washington Superior Court Administrators (AWSCA)**

Frank Maiocco (2-Year Term)  
Kitsap County Superior Court

Jeffrey Amram, Administrator (1-Year Term)  
Clark County Superior Court

**District and Municipal Court Managers' Association (DMCMA)**

Suzanne Elsner (1-Year Term)  
Administrator  
Marysville Municipal Court

Linda Baker (2-Year Term)  
Administrator  
Poulsbo Municipal Court

**Washington Association of Juvenile Court Administrators (WAJCA)**

Mike Fenton (1-Year Term)  
Administrator  
Thurston County Family and Juvenile Court

Pete Peterson (2-Year Term)  
Administrator  
Clallam County Juvenile Court

## **Washington State Association of County Clerks (WSACC)**

Ruth Gordon (2-Year Term)  
Jefferson County Clerk

Sonya Kraski (1-Year Term)  
Snohomish County Clerk

## **Courts of Appeal**

Renee S. Townsley, Clerk/Administrator  
Court of Appeals Division III

## **Supreme Court**

Ronald R. Carpenter, Clerk  
Supreme Court

## **Administrative Office of the Courts (AOC) Staff**

Dirk A. Marler  
Administrative Office of the Courts

Caroline W. Tawes  
Administrative Office of the Courts



## Ethics Advisory Committee

- I. [Committee Title (Budget and Funding, Legislative, Education, Policy and Planning)]

Ethics Advisory Committee

- II. [Authorization (court rule, court order, by-law, statute or other (Pending Amendment to BJAR 3))]

GR 10

[http://www.courts.wa.gov/court\\_rules/?fa=court\\_rules.display&group=ga&set=GR&ruleid=gagr10](http://www.courts.wa.gov/court_rules/?fa=court_rules.display&group=ga&set=GR&ruleid=gagr10)

- III. [Charge or Purpose]

The committee is designated as the body to give advice with respect to the application of the provisions of the Code of Judicial Conduct to officials of the Judicial Branch as defined in article 4 of the Washington Constitution and shall from time to time submit to the Supreme Court recommendations for necessary or advisable changes in the Code of Judicial Conduct.

- IV. [Policy area]

Judicial ethics and professionalism.

- V. [Expected deliverables or recommendations]

Formal ethics advisory opinions and a bi-annual judicial campaign forum.

VI. [Membership]

7 members.

VII. [Term Limits]

*Or, you can use a chart to display this information:*

<b>Representative</b>	<b>Term/Duration</b>
Judge Linda Lau—Court of Appeals	Expires October 2014—2 year
Judge Alan Hancock, Chair--SCJA	Expires October 2014—2 year
Judge Vicki Hogan--SCJA	Expires October 2015—2year
Judge Josh Grant--DMCJA	Expires October 2014—2 year
Judge Jeffrey Goodwin--DMCJA	Expires October 2015—2 year
Roger Wynne--WSBA	Expires October 2015—2 year
Administrator for the Courts	Permanent member

VIII. [Other branch committees addressing the same topic]

n/a

IX. [Other branch committees to partner with]

n/a

X. [Reporting Requirements (i.e. quarterly to the BJA)]

n/a

XI. [Budget Requested] Salary for staff below and \$1500 for meetings.

XII. [AOC Staff Support Requested] .3 professional FTE .2 administrative FTE

XIII. [Recommended Review Date] Bi-annually.

*Adopted: 5/19/14*

# Memo

**To:** Shannon Hinchcliffe  
**From:** Danielle Pugh-Markie  
**Date:** August 14, 2014  
**Re:** Response to March 3, 2014 Letter

---

The BJA letter asked for entities "...to review and assess their current committee structure and align their committees with the proposed standard for creating, managing, and reviewing committees."

The GJCOM has not created specific charters for each of its committees; but over the past few years has established committee guidelines and implemented the use of workplans that address many of the items outlined in the BJA letter in reference to adopting committee charters. (Committee title, authorization, charge or purpose, AOC staff support required, policy area, other branch committees addressing the same topic, other branch committees to partner with, committee type, membership, term limit (not applicable), duration/review, budget, reporting requirements, and expected deliverables or recommendations.)

The Gender & Justice Commission (GJCOM) had its annual planning retreat on July 11, 2014 where members addressed its committees, committee structure, staff and resources needed to support committee and GJCOM work, budgetary needs, and reviewing standing workplans.

We are providing an overview below and also have attached the prior year's workplans and by-laws.

## **GJCOM Funding**

- The GJCOM has several funding streams: AOC and grants
- The funding allows for staff (Supreme Court Commissions Manager and a Program Assistant)
- Funding support GJCOM and its Committee work

## **Authority**

The Washington State Supreme Court Gender and Justice Commission (GJCOM) was established in 1994 through Supreme Court order. The Court renews the order every five years. The last order was signed March 15, 2010 (Order No. 25700-B-505).

## **By-Laws**

The GJCOM by-laws address GJCOM membership and committee structure.

## **Membership**

- Membership is comprised of 21 members, including the Chair and the Vice-Chair. Members are appointed for staggered, three-year terms, and may not hold a position for more than two consecutive terms.
- The GJCOM membership further established that membership will be comprised of a cross-section of judicial officers, attorneys, Clerks, court managers / administrators, and other citizen groups.
- The GJCOM does not seek appointments from the various Associations, but works with Associations to request letters of interest for vacant positions.

## **Committees**

The GJCOM committees do not have term limits. Members have term-limits as a whole and are required to actively participate in at least one committee and may choose to work on others.

The GJCOM committee structure is outlined in the by-laws. The GJCOM has standing committees, ad-hoc/sub-committees, project specific workgroups, etc. (Committee). The GJCOM members further established:

- Each Committee will develop yearly workplans naming the project, outlining project goals and objectives, how the project meets the mission, time commitments (staff and members), anticipation of budgetary needs, timelines, and deliverables
- Committees will be flexible so they are able to respond to emerging issues.
- Committees will monitor the progress on their activities.
- Committee members will be the liaison between the work with the Commission and other groups, associations, or organizations on which they serve to promote partnerships and collaboration and reduce duplication of efforts.
- Committee chairs will report regularly during GJCOM meetings.
- Committee accomplishments will be reported in the GJCOM annual report.
- Committee structures will be reviewed each year during the GJCOM planning retreat. Committees may be sunsetted based on the yearly review or at project completion.

As recognized on Pages 11-12 of the Report from the Committee Unification Workgroup to the Board for BJA, the GJCOM has several committees. Below is a revised and updated accounting.

### **38a Domestic Violence Committee**

- Purpose: To work on issues involving gender violence (domestic violence, sexual assault, stalking, and trafficking).
- Much of the work of this committee is supported through federal grant monies.
- The work of this committee includes development of education sessions in response to legislation or emerging issues; creation and revision of bench guides; provide scholarships to judicial officers to attend national training; and investigative projects.

- 38b/h Equality in the Legal Profession (formerly Law & Practice/Legal Equality)
- Purpose: To look at the practice of law and promote legal equality in the system and between genders and to explore racial and ethnic diversity in the legal profession
  - The work of this committee includes addressing the use of judicial evaluations, updating the 1989 Gender Bias Report, and updating the 2001 Glass Ceiling Report & Survey.
  - The committee works with the WSBA, the Washington Initiative for Diversity (formerly the Initiative for Diversity Governing Council), and others
- 38c Immigration
- This committee has been sunsetted. This committee received a grant to provide education sessions and develop a bench guide. The work was completed.
  - Immigration issues are addressed and included in other GJCOM work
- 38d Incarcerated Women & Girls
- Purpose: To look at issues around incarcerated women and girls
  - The work of this committee includes promoting access to justice for incarcerated women and girls. For example, ensuring access to legal counsel, parenting rights, notification of court proceedings, etc.
- 38e Communications (formerly Publications)
- Purpose: To focus on projects and areas that enhance communication and outreach such as publication of annual report, yearly review of GJCOM website, and other opportunities to discuss the work of the GJCOM
- 38g Education
- Purpose: To identify topics and educational opportunities for judicial officers and other court staff
  - This committee is comprised of GJCOM members who can interface with their association's education committee and who bring forward session proposals
- 38h Washington Initiative for Diversity (IDGC)
- This is no longer a committee of the GJCOM. The Washington Initiative Diversity is their own entity. The GJCOM supports the work of the WID.
- 38i Legislative
- Purpose: Provide information to GJCOM members regarding legislation of interest and to promote inclusion and direct GJCOM to assist in the answer to or implementation of legislation.
  - This committee is comprised of GJCOM members who can interface and provide a conduit to their associations' legislative committee
- 38j Tribal State Court Consortium
- Purpose: To create and maintain a forum for discussion of inter-jurisdictional issues between tribal and state courts.

- The work of this committee includes addressing topics around domestic violence (full faith & credit and firearm restrictions), sexual assault, dependency cases, and the disproportionate number of Indian youth in the justice system.
- This is not a GJCOM committee per se, but a collaboration amongst the GJCOM, the Children on Foster Care, and the Minority & Justice Commission.

38j School Pipeline Project

- Purpose: to build a network of stakeholders who offer pre-college youth diversity pipeline programs and coordinate the efforts.
- This is not a GJCOM committee per se, but is a collaboration with the Minority & Justice Commission and Margaret Fisher. This is a grant / project driven.

# Memo

**To:** Shannon Hinchcliffe  
**From:** Danielle Pugh-Markie and Robert Lichtenberg  
**Date:** August 14, 2014  
**Re:** Interpreter Commission Response to BJA request

---

The letter of March 3, 2014 to Justice Steven González, Chair of the Interpreter Commission (IC), from Chief Justice Madsen and Judge Ringus passed along a recommendation contained in a report from the BJA-sponsored Committee Unification Workgroup related to the Supreme Court's own Commissions and committees. The essence of the recommendation was to have the BJA and judicial branch entities, including the Court itself, review those commissions and committees under its jurisdiction to "...consider the workgroup's recommendations and to voluntarily commit to implementing the proposed chartering and committee standard in their own committee structure". The Unification Workgroup recommendations with respect to the IC itself and its three standing committees was that they be retained with no changes.

This memo provides elements (identified in bold font) the BJA asked to be contained in a Commission/committee charter.

**Commission/ Committee Title:**

The Supreme Court Interpreter Commission includes three standing committees:

- Disciplinary Committee
- Issues Committee
- Judicial and Court Administration Education Committee

**Authority:**

The Washington State Supreme Court Interpreter Program within the AOC was created pursuant to RCW 2.43.070. Supreme Court GR 11.1(a) sets the purpose of the Interpreter Commission. Its three committees are established by Supreme Court GR 11.1(b)(1-3).

**Charge or Purpose**

GR 11.1(a) charges the Interpreter Commission with the development of policies for the AOC Interpreter Program and the Program Policy Manual, both of which constitute the official version of policies governing the Court Certified Interpreter Program as established under RCW 2.43.070. It also acts as a body for the governance of interpreter conduct.

As noted in the Committee Unification Workgroup Report, the Commission oversees the standards for credentialing court interpreters and provides leadership to the judicial branch on language access issues.

Under GR 11.1(c), the Supreme Court selects Commission members to represent various constituent groups in the court and interpreter communities. The constituent representation under that rule section is comprised as follows:

- Judicial officers from the appellate and each trial court level (3),
- Interpreter (2),
- Court administrator (1),
- Attorney (1),
- Public member (2),
- Representative from ethnic organization (1), and
- AOC representative (1)

The IC is not required to seek appointments from the various Associations, but like the other Supreme Court Commissions, it works with Associations and various community groups that should be represented on the Commission to request letters of intent for vacant positions.

**Committee Type:**

GR 11.1(b) establishes the three standing committees and sets out their purpose(s):

(1): **The Issues Committee** is assigned issues, complaints, and/or requests from interpreters for review and response. If the situation cannot be resolved at the Issues Committee level, the matter will be submitted by written referral to the Disciplinary Committee.

(2) The **Disciplinary Committee** has the authority to decertify and deny certification of interpreters based on the disciplinary procedures for: (a) violations of continuing education/court hour requirements, (b) failure to comply with Interpreter Code of Conduct (GR 11.2) or professional standards, or (3) violations of law that may interfere with their duties as a certified court interpreter. The Disciplinary Committee will decide on appeal any issues submitted by the Issues Committee.

(3) The **Judicial and Court Administration Education Committee** shall provide ongoing opportunities for training and resources to judicial officers and court administrators related to court interpretation improvement.

**Membership Terms:**

The Washington State Court Interpreter Commission is comprised of members who are appointed by the Washington Supreme Court for three (3) year terms, subject to additional term limits. There are no term limits for the committees, but the Interpreter Commission By-Laws establish the term limits for the appointed Commission members. The term lengths shall be sufficiently staggered, as set forth below, to ensure that no more than one-third of the membership transitions each year.

The following four membership classifications shall be appointed by the Supreme Court for terms beginning January 1, 2009 through September 30, 2011, and every three (3) years thereafter:

2

- Ethnic Organization Representative
- AOC Representative
- Superior Court Representative

- Appellate Court Member

The following four membership classifications shall be appointed by the Supreme Court for terms beginning October 1, 2009 through September 30, 2012, and every three (3) years thereafter:

- Interpreter Member I
- Public Member I
- Court Administrator Member
- Attorney Member

The following four membership classifications shall be appointed by the Supreme Court for terms beginning October 1, 2010 through September 30, 2013, and every three (3) years thereafter:

- Interpreter Member II
- Public Member II
- District or Municipal Court Representative

**Term Limits:**

Individual members, with the exception of the Appellate Court member and AOC representative, are permitted to serve no more than two (2) consecutive three year terms. The Appellate Court member, who is appointed to serve as ex officio Chair, may serve for an unlimited number of consecutive terms at the pleasure of the Supreme Court.

**Commission Funding:**

The Interpreter Commission is primarily funded through the AOC budget and additional revenue is generated through testing fee assessments to written and oral exam candidates. There are grant opportunities available for future Commission programs and activities, but the Commission has only received one grant in the recent past (2012). This funding supports the work of two full-time Commission/Program Staff (one Program Coordinator and Commission Liaison and one Program Assistant)

**Reporting requirements:**

The Commission does not have reporting requirements, but Commission members do report annually to their represented Associations on Commission work

**Expected deliverables or recommendations**

The Commission and its committees provide:

- Policy guidance on the credentialing, conduct, and training of interpreters;
- Policy guidance on training to judicial and court officers;
- Consultation to the AOC regarding the establishment of training programs with educational institution(s) in both the western and eastern parts of the state; and
- Oversight of judicial branch compliance with language access laws and regulations
- Consultation to the AOC on emerging language access issues

**Proposal to limit committee duration**

The Interpreter Commission reviewed its overarching mandates in 2013 and is in the process of submitting requested revisions to GR 11 pursuant to GR 9 requirements. Those revisions do not address limiting committee duration.

**Commitment to periodic review, including a reporting requirement on activities, decisions, and initiatives**

As a public entity, the Commission is required to adhere to the Open Meetings Act and maintains meeting minutes for convened commission and committee meetings, which are posted on the Interpreter Commission webpage hosted by the AOC. The Commission is committed to conducting a periodic review of its strategic plans, working processes and initiatives.

**AOC staff support required**

AOC staff regularly provide program updates to Commission members and provide staff support for committee efforts as needed. Additional Commission support is provided by the AOC's Supreme Court Commissions Manager.

**Other branch committees addressing the same topic**

There are no other judicial branch committees addressing language access issues but the Minority and Justice Commission, as well as the Gender and Justice Commission and their committees are charged with providing policy guidance and training to the judicial branch. A number of the training and policy matters contain language access issues.

The Supreme Court  
State of Washington

MARY E. FAIRHURST  
JUSTICE  
TEMPLE OF JUSTICE



August 15, 2014

Honorable Chief Justice Barbara Madsen  
Board for Judicial Administration, Chair

Honorable Judge Kevin Ringus  
Board for Judicial Administration, Member-Chair

Re: BJA Request for the JISC to Review JIS Committees and Workgroups.

Dear ~~Chief Justice~~ *Barbara* Madsen and Judge Ringus:

As Chair of the Judicial Information Systems Committee (JISC), I am responding to your letter dated March 3, 2014, where you asked the Chairs of various committees being supported by the Administrative Office of the Courts (AOC) to re-examine the need for the committees and workgroups. The JISC is the authorizing entity for 29 various subcommittees and workgroups.

Your request was presented for discussion at the April 25 JISC meeting. At that meeting it was agreed that the Chairs of the various JIS subcommittees and workgroups would respond to the following questions regarding their committee's work along with a recommendation to either keep the committee going or to abolish it:

1. Do you have a current charter?
2. When was the last time you met as a committee?
3. What are the major products your committee has produced or what major decisions and/or recommendations have been made in the last year?
4. Has your committee fulfilled its intended purpose?

5. Do you recommend your committee continue or be abolished?
6. If your committee continues to exist, what are your goals or objectives for the next year?

AOC collected the information that was provided by the Chairs of the various committees and workgroups and presented the recommendations to the JISC at the June 27, 2014 meeting. Below is the recommendation that was approved by the JISC at that meeting:

**Section A** – these three committees and workgroups have completed their work, fulfilled their intended purpose, and will be abolished immediately.

**Section B** – these committees and workgroups all have current charters and will continue to exist as they are necessary and provide on-going value to the JIS court community and AOC.

**Section C** – These committees are all IT project related, have current charters, and will end once the IT project is completed.

Committee Name	Authorizing Entity	Current Charter	Committee Sunset Date	JISC Recommendation
<b>Section A</b>				
Data Management Steering Committee	JISC	No	Immediately	<i>Abolish</i>
JIS Local CMS Policy Workgroup	JISC	No	Immediately	<i>Abolish</i>
JISC Baseline Service Level Workgroup	JISC	No	Immediately	<i>Abolish</i>
<b>Section B</b>				
JISC Executive Committee	JISC	Yes	On-going	Continue
JIS Codes Committee	JISC	Yes	On-going	Continue
Data Dissemination Committee	JISC	Yes	On-going	Continue
Accounting Workgroup	JISC	Yes	On-going	Continue
Appellate Court Level User Group	JISC (IT Governance)	Yes	On-going	Continue
Superior Court Level User Group	JISC (IT Governance)	Yes	On-going	Continue
Courts of Limited Jurisdiction Level User Group	JISC (IT Governance)	Yes	On-going	Continue
Multiple Court Level User Group	JISC (IT Governance)	Yes	On-going	Continue

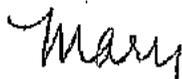
Supreme Court Endorsing Group	JISC (IT Governance)	Yes	On-going	Continue
Court of Appeals Executive Committee Endorsing Group	JISC (IT Governance)	Yes	On-going	Continue
Superior Court Judges' Association Endorsing Group	JISC (IT Governance)	Yes	On-going	Continue
Washington State Association of County Clerks Endorsing Group	JISC (IT Governance)	Yes	On-going	Continue
Association of Washington Superior Court Administrators Endorsing Group	JISC (IT Governance)	Yes	On-going	Continue
Superior Court Judges' Association – Family & Juvenile Law Committee	JISC (IT Governance)	Yes	On-going	Continue
Washington Association of Juvenile Court Administrators Endorsing Group	JISC (IT Governance)	Yes	On-going	Continue
District and Municipal Court Judges' Association Endorsing Group	JISC (IT Governance)	Yes	On-going	Continue
District and Municipal Court Management Association Endorsing Group	JISC (IT Governance)	Yes	On-going	Continue
Misdemeanor Corrections Association Endorsing Group	JISC (IT Governance)	Yes	On-going	Continue
Data Dissemination Committee Endorsing Group	JISC (IT Governance)	Yes	On-going	Continue
Data Management Steering Committee Endorsing Group	JISC (IT Governance)	Yes	On-going	Continue
Codes Committee Endorsing Group	JISC (IT Governance)	Yes	On-going	Continue
AOC Endorsing Group (endorses for non-court communities)	JISC (IT Governance)	Yes	On-going	Continue
<b>Section C</b>				
SC-CMS Project Steering Committee	JISC	Yes	End of Project	Continue
AC-ECMS Project Steering Committee	JISC	Yes	End of Project	Continue
SC-CMS Court User Workgroup	JISC	Yes	End of Project	Continue

Hon. Chief Justice Madsen and Hon. Judge Ringus  
August 14, 2014  
Page 4 of 4

ITG Request #41 – CLJ Data Destruction Project Steering Committee	JISC	Yes	End of Project	Continue
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If you have any questions, please feel free to contact me at

Very truly yours,



MARY E. FAIRHURST

cc: Callie Dietz, State Court Administrator  
Vonnie Diseth, CIO/Director, Information Services Division, AOC  
Shannon Hinchcliffe, BJA Administrative Manager  
JISC Members

**WASHINGTON STATE  
MINORITY AND JUSTICE COMMISSION  
BYLAWS**

**PREAMBLE**

On October 4, 1990, the Supreme Court established the Washington State Minority and Justice Commission to identify problems and make recommendations to ensure fair and equal treatment in the state courts for all parties, attorneys, court employees and other persons. The Commission was created (1) to examine all levels of the state judicial system in order to particularly ensure judicial awareness of issues affecting persons of color in the judicial system in order to achieve a better quality of justice; and (2) to make recommendations for improvement to the extent it is needed.

**ARTICLE I**

**Purpose**

- 1.1 The Minority and Justice Commission is charged with determining whether racial and ethnic bias exists in the courts of the State of Washington and to the extent that bias exists, taking creative steps to overcome it. To the extent that such bias does not exist, the Commission takes creative steps to prevent it.

**ARTICLE II**

**Membership**

- 2.1 The Minority and Justice Commission is co-chaired by a Supreme Court Justice, designated by the Chief Justice.
- 2.2 The other co-chair is a Member Chair of the Commission, who shall be elected from the thirty-five (35) Commission members by a majority either when the Commission is renewed by order of the Supreme Court or upon resignation of the Member Chair (Co-chair).
- 2.3 The Commission shall consist of thirty-five (35) members, appointed by the Supreme Court, representing an approximate mix of judges of all levels of court, members of the legal system and private citizens of the State of Washington. Members should be chosen to assure racial, ethnic, gender, cultural and geographic diversity.
- 2.4 All appointments of the thirty-five (35) members shall be for a four (4) year renewable term. Vacancies shall be filled by the Supreme Court upon recommendations made by Commission.
- 2.5 All AOC Staff on the Commission shall be considered *ex officio* members, and are not counted as part of the thirty-five (35) appointed Commission members.

### ARTICLE III

#### **Standing Committees**

- 3.1 The Executive Committee shall consist of the Commission co-chair(s) and chair(s) of each standing committee.
- 3.2 The Commission co-chair(s) shall appoint such standing committees as the work of the Commission shall reasonably require.
- 3.3 The Commission co-chair(s) shall appoint a chair for each standing committee, who shall serve at the pleasure of the Chair(s).

### ARTICLE IV

#### **Ad Hoc Committees**

- 4.1 The Chair(s) may appoint such ad hoc committees as the work of the Commission shall from time to time require. The Chair(s) shall appoint a chair for such ad hoc committees from among the Commission members, but may staff these committees with non-Commission members, with the advice and consent of a majority of the quorum present when such appointments are made.

### ARTICLE V

#### **Quorum**

- 5.1 A quorum shall consist of fifty (50) percent plus one or more of the thirty-five (35) Commission members. Vacancies shall not be considered. A member participating in a meeting by teleconference, video conference, or other electronic means approved by the Commission shall be counted in the determination of the quorum.
- 5.2 Commission action shall be by majority vote of the thirty-five (35) Commission members present or participating by teleconference, video conference, or other electronic means approved by the Commission, so long as a quorum is present.
- 5.3 In the absence of a quorum at a regularly scheduled meeting, the Executive Committee may take contingent action on business the Chair(s) determine to require action by the Commission prior to the next regularly scheduled meeting.
- 5.4 No proxy voting shall be allowed.

**ARTICLE VI**

**Meetings**

- 6.1 The executive director or designee of the Commission shall serve as recording secretary for the Commission.
- 6.2 Commission meetings shall be held at least six (6) times a year. Additional meetings may be scheduled or specially called at the discretion of the Chair(s). Reasonable notice shall be given to each member. Participation in meetings of the Commission may be held by teleconference, video conference, or other electronic means approved by the Commission.

**ARTICLE VII**

**Special Funding**

- 7.1 In addition to such funding as shall be available through the AOC budgeting process, the Commission is authorized to seek and accept funding through appropriate processes and from appropriate sources to carry out Commission projects and purposes. Any funds so obtained shall be administered under proper auditing controls by AOC.

**ARTICLE VIII**

**Amendments to Bylaws**

- 8.1 These bylaws may be amended or modified at any regular or special Commission meeting, at which a quorum is present, by majority vote. No motion or resolution for amendment may be considered at the meeting in which it is proposed.

Adopted: August 12, 2010

Amended: July 15, 2011 & November 2, 2013

Adopted: March 21, 2014

## **MEMO**

**To:** Shainon Hinchcliffe

**From:** Cynthia Delostrinos

**Date:** July 7, 2014

**Re:** Minority and Justice Commission Response to March 3, 2014, Letter

---

The BJA had asked the Minority and Justice Commission (MJC) to review and assess its current committee structure and to align its committees with a proposed standard for creating, managing, and reviewing committees.

One of the BJA's recommendations was to adopt a charter. The MJC has a set of bylaws that were recently amended this year. The bylaws address the MJC's purpose, committees, membership, and reviewing process (see attached Bylaws).

The MJC, by Order of the Washington State Supreme Court, is subject to renewal every five (5) years. It is coming up on its five year renewal in September of 2015 (see attached Order). Prior to the review by the Court, I anticipate that the MJC will do its own extensive review of its bylaws, committees, membership, and reviewing process.

In its bylaws, the MJC is structured to allow standing committees and ad hoc committees. Currently, the MJC is composed mostly of ad hoc committees as what has been working best for the Commission is to appoint committees and committee chairs based on whatever project or initiative the Commission is working on.

While the MJC has documentation of its review process and standards through its Bylaws and by the Court's Order, there is always room for reflection on effectiveness and whether there are more efficient ways of carrying out its work. We appreciate the opportunity to review and reflect and are happy to answer any additional questions the BJA has about the MJC.

# SUPREME COURT OF WASHINGTON

ORDER RENEWING  
WASHINGTON STATE  
MINORITY AND JUSTICE  
COMMISSION

Number 25700-B-508

FILED  
SUPREME COURT  
STATE OF WASHINGTON  
10 SEP -8 PM 6:10  
BY RONALD R. CARPENTER  
CLERK

## PREAMBLE

1.0 Equal Justice Before the Courts. The Washington State Supreme Court recognizes the need for all persons to be treated equally before the courts of this state. The Court recognizes that for any system of justice to be responsible, it must be examined continuously to ensure it is meeting the needs of all persons who constitute the diverse populations we serve, with particular concern for the needs of persons of various racial, ethnic, cultural and language groups.

2.0 Establishment of Minority and Justice Commission. This Court on October 4, 1990 established the Washington State Minority and Justice Commission to identify problems and make recommendations to ensure fair and equal treatment in the state courts for all parties, attorneys, court employees and other persons. The Commission advances equal treatment of all without regard to race and ethnicity through research and implementation of recommended improvements to court operations, practices and procedures and through educational and outreach programs provided to court, youth and justice system-related groups.

3.0 Renewal of Minority and Justice Commission. The Minority and Justice Commission was established on October 4, 1990 for a period of five (5) years, subject to renewal for additional years as may be determined by the Court. It was renewed for additional periods of five (5) years by orders of this Court on July 15, 1995, December 2, 1999 and September 13, 2005. The Court now determines that the Commission should be renewed for an additional period of five (5) years, subject to further renewal as may be determined.

## ORDER

4.0 Order Renewing Minority and Justice Commission. By this order the Washington State Supreme Court now renews and continues the Washington State Minority and Justice Commission for a period of five (5) years, subject to further renewal for additional years as may be determined. The Commission shall continue its operation without interruption and shall proceed according to its established organization and program.

5.0 Membership of Commission. The Washington State Minority and Justice Commission shall continue with twenty-one (21) members, appointed by this Court, and shall be comprised of judges from all levels of courts, including a justice of this Court, members of the Washington State Bar Association, the Administrator for the Courts, trial court administrators, college or university professors, and private citizens. Appointments to the Commission shall be made to assure that its racial, ethnic, gender, cultural and geographic diversity reflects that of the population of the State of Washington.

5.5 Leadership of Commission. A Justice of this Court appointed to the Commission and designated by the Chief Justice, shall serve as its chair, or, in the event the Commission chooses to select a co-chair, as co-chair. The Commission may select one of its members to serve as co-chair for such period as the Commission determines.

6.0 Terms of Appointment to Commission. All appointments to the Commission shall be for terms of four (4) years, staggered according to the tenure established under the October 4, 1990 Order, except that justices of this Court appointed to the Commission shall serve at the pleasure of this Court. Vacancies on the Commission shall be filled by the Supreme Court upon recommendation of the Commission.

7.0 Technical Support Members. The chair or co-chairs may appoint non-voting Technical Support members to augment and assist the Commission, when broader representation or specific expertise is needed. Technical Support members shall serve for periods of one (1) year, renewable for additional one (1) year periods at the pleasure of the chair or co-chairs.

8.0 Budget of Commission. The budget of the Commission shall be provided in the budget of the Supreme Court or the budget of the Administrative Office of the Courts as agreed upon between them.

9.0 Administrator for the Courts. The Administrator for the Courts, with the advice of the Commission and subject to budget considerations, shall provide staff to support the Commission, including an Executive Director selected by the Commission,

who shall manage the business operations of the Commission at the direction of the Commission Chair(s).

10.0 Annual Report. The Commission shall prepare and file an annual report with the Governor, Legislature, Supreme Court and the Administrator for the Courts concerning its activities and shall recommend appropriate action to promote equal justice for racial, ethnic, cultural and language minorities in the state judicial system. This shall include continuing education on cultural diversity for judges and other court personnel.

11.0 Authorization to Seek Funds. The Commission is authorized to seek funding from private and public sectors and is authorized to receive funds in its own name.

Signed at Olympia, Washington on September 8<sup>th</sup>, 2010.

Madsen, C. J.

[Signature]

[Signature]

Alexander, J.

Fairhurst, J.

[Signature]

[Signature]

Stepen, J.



## Supreme Court Rules Committee

### STANDING COMMITTEE CHARTER

- I. [Committee Title (Budget and Funding, Legislative, Education, Policy and Planning)]

Supreme Court Rules Committee

- II. [Authorization (court rule, court order, by-law, statute or other)]

GR 9

[http://www.courts.wa.gov/court\\_rules/?fa=court\\_rules.display&group=ga&set=GR&ruleid=gagr09](http://www.courts.wa.gov/court_rules/?fa=court_rules.display&group=ga&set=GR&ruleid=gagr09)

And inherent rulemaking authority: State v. Fields 85 Wn 2d 126 (1975)

- III. [Charge or Purpose]

The purpose of rules of court is to provide necessary governance of court procedures and practice and to promote justice by ensuring a fair and expeditious process. The rules also govern judicial and attorney ethics and the procedures for addressing those complaints.

- IV. [Policy area]

To govern procedural matters in court cases to ensure due process and to establish judicial and lawyer ethics standards and procedures.

- V. [Expected deliverables or recommendations]

The timely adoption of rules of court.

VI. [Membership]

Five sitting justices of the Supreme Court.

VII. [Term Limits] Open. Appointments to committee made by Chief Justice.

*Or, you can use a chart to display this information:*

Representative	Term/Duration

VIII. [Other branch committees addressing the same topic]  
The Court of Appeals and both judicial trial court associations also have Rules Committee, which recommend proposed court rules to the Supreme Court. The Washington State Bar Association is active in suggesting court rule changes governing practice and regulatory rules.

IX. [Other branch committees to partner with]

n/a

X. [Reporting Requirements (i.e. quarterly to the BJA)]

n/a

XI. [Budget Requested] 1 FTE for AOC and some SC Clerk staff time

XII. [AOC Staff Support Requested] .60 professional FTE and .30 administrative FTE with some Web master time needed for posting on Web site.

XIII. [Recommended Review Date] Bi-annually.

Adopted: 5/19/14



# Association of Washington Superior Court Administrators

*President*  
FRANK MAIOCCO  
Kitsap County Superior Court

July 11, 2014

Honorable Barbara A. Madsen  
Washington State Supreme Court

*Vice President*  
RONA SUGG  
Chelan County Superior Court

Honorable Kevin G. Ringus  
Fife Municipal Court

*Secretary/Treasurer*  
JANE SEVERIN  
San Juan County Superior Court

RE: AWSCA COMMITTEE REVIEW

*Past President*  
JEFF AMRAM  
Clark County Superior Court

Dear Chief Justice Madsen and Judge Ringus:

I am writing in response to your joint letter of March 3, 2014 seeking information regarding standing committees of the Association of Washington Superior Court Administrators (AWSCA). The AWSCA presently has only one active, standing committee – the Education Committee – which is established in the Association's Constitution/Bylaws. (Enclosed). The Education Committee has worked effectively under the Association Constitution/Bylaws, so a formal Committee charter has not been adopted.

While not presently articulated in the Bylaws, the Education Committee has historically been chaired by the AWSCA Vice President and comprised of volunteer Superior Court administrators from across the State. Committee membership is generally open to new members at any time, but is reviewed on an annual basis each time a new Committee chair/Vice President is elected at the annual Spring Conference. There is no established limit to the size of the Committee, but it usually operates with seven-to-nine members, including the chairperson.

The Education Committee meets telephonically at least once per month and primarily focuses on: (1) planning and development of Spring and Fall Association conferences; (2) development and periodic updates to the Association's education strategic plan; and, (3) consideration, on behalf of AWSCA members, of statewide programs, policies and/or funding opportunities that affect education and training for Superior Court administrators and administrative personnel. The Committee works closely with the Association's representative on the Board for Continuing Education (BCE) to ensure Association educational objectives and State resources coincide.

Chief Justice Madsen and Judge Ringus  
July 11, 2014  
Page 2

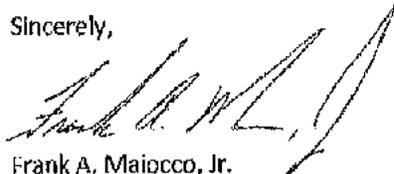
The Education Committee formally reports to Association members during the AWSCA Business meetings scheduled at the Spring and Fall conferences. Additionally, the Committee consults with, and reports to, Association members, as necessary, using an Association-wide listserv that is maintained at AOC. Representatives of the Education Committee, including the Chair, also collaborate with members of the SCJA Education Committee when joint conferences are planned.

Logistics for monthly Committee meetings and the two annual Association conferences are primarily coordinated by two AOC representatives from the Office of Trial Court Services and Judicial Education. The Association and the AWSCA Education Committee have benefitted considerably from the contributions, effort, and expertise provided by these AOC resources, and it is my sincere hope that they will continue to be provided in the future.

I am happy to address other questions and/or provide additional information regarding the AWSCA Education Committee. Please feel free to give me a call at \_\_\_\_\_ or send me an email at \_\_\_\_\_; if more information would be helpful.

Thank you for your inquiry.

Sincerely,



Frank A. Maiocco, Jr.  
President, Association of Washington  
Superior Court Administrators

cc: Ms. Fona Sugg, AWSCA Vice Present and Education Committee Chairperson  
Ms. Sondra Hahn, Administrative Office of the Courts  
Ms. Shannon Hinchcliffe, Administrative Office of the Courts

**ASSOCIATION OF WASHINGTON  
SUPERIOR COURT ADMINISTRATORS**

**CONSTITUTION**

**ARTICLE I - NAME**

The name of this organization is the Association of Washington Superior Court Administrators.

**ARTICLE II - MISSION**

The mission of the Association of Washington Superior Court Administrators is to assist its members and support the Superior Court by:

- Increasing the proficiency of court managers through education, training and development of its members;
- Improving the administration of justice through the application of effective management techniques;
- Encouraging and providing for the personal and professional growth of its members;
- Supporting the independence of the judiciary through better legislation, procedures, court rules, intergovernmental relations and sufficient funding;
- Determining, formulating and promoting fundamental policies, principles and standards for judicial administration and providing a forum for the interchange of practical information relating to court administration.

**ARTICLE III - MEMBERSHIP**

Section 1. Regular members include the principal Superior Court administrator, or the individual functioning in that capacity, in each county's Superior Court system as approved by the Association membership. A member's professional conduct must conform to the National Association for Court Management's Model Code of Conduct.

Section 2. There are two primary divisions of membership: (a) Voting, regular; and, (b) Non-voting, associate.

Section 3. Any person not eligible for regular membership but actively interested in the improvement of court administration may become an associate member. Associate members shall have all rights and privileges of regular members, except associate members cannot vote or hold an elected Association office.

Section 4. Honorary members of this organization may be approved by majority vote of the members present and voting at any regular meeting. Honorary members cannot vote or hold an elected Association office.

**ARTICLE IV - OFFICERS**

Section 1. The officers of this Association are: President, Vice-President, and Secretary/Treasurer.

Section 2. All officers must be regular members of the Association.

Section 3. The officers are elected yearly at the Association's annual meeting, to be held at the same time and place as the annual spring judicial conference, and serve for one conference year. No officer shall succeed him/herself in the same office for more than one additional year.

Section 4. Should a vacancy occur in any office except that of the President, such vacancy shall be filled by election at the next regular meeting or a special meeting called by a majority vote of the executive committee. Officers serve until their successors are elected or appointed. Should a vacancy occur in the Office of the President, the Vice-President shall immediately assume the responsibilities of the office until the next annual spring judicial conference. The assumption of such responsibilities shall not prohibit the new President from serving two full consecutive terms as President if so elected.

Section 5. A vacancy exists upon the resignation, permanent disability, retirement, or death of an officer in the Association. Should circumstances require, the remaining officers shall determine when an office is vacant by majority vote.

#### ARTICLE V - DUTIES OF OFFICERS

Section 1. The President presides at annual or special meetings of the Association and at scheduled meetings of the executive committee; appoints committees as set forth in Article VIII, with the approval of the executive committee; and diligently works to accomplish the mission of the Association.

Section 2. The Vice-President assists the President in the discharge of his/her duties and, in the President's absence, assumes the full responsibilities of that office.

Section 3. The Secretary/Treasurer keeps minutes of all regular, special and executive committee meetings; keeps an accurate record of the membership of the Association; maintains and distributes to all active members of the Association, upon approval by the President, a record of the proceedings of the Association's annual meeting, as well as a list of those in attendance; advises the President of all official correspondence received addressed to the Association; prepares and sends all correspondence on behalf of the Association when so directed by the President of the Association; and assists the President and other officers of the Association in the discharge of their duties.

The Secretary/Treasurer receives and distributes all funds of the Association; keeps an accurate account of all receipts and disbursements; at the annual meeting, presents a financial report showing all monies on hand at the beginning of the new term and monies received and expended during the term of office; ensures that all checks are signed by the Secretary/Treasurer and the President or the Vice-President; at the request of the executive committee submits the records for audit, which the executive committee shall do once in every calendar year; and in all ways assists the President and other officers of the Association in the discharge of their duties.

#### ARTICLE VI - EXECUTIVE COMMITTEE

Section 1. The Executive Committee consists of the officers of this Association, the immediate past President of the Association, and a representative of a small court.

Section 2. The Executive Committee is a consulting and advisory body for the direction of Association activities.

Section 3. The Executive Committee acts for and on behalf of the Association in any emergency situations that may arise between meetings.

Section 4. The Executive Committee shall meet at least once prior to the annual meeting.

#### ARTICLE VII - PROCEDURES

Section 1. Meetings of the executive committee are held at such times as the President shall deem necessary. Any regular member of the Association is invited to attend any and all meetings of the executive committee and be heard on any matter pending before such meetings.

Section 2. There shall be one regular annual meeting, to be held at the same time and location as the annual spring judicial conference.

Section 3. Robert's Rules of Order (Revised) govern the conduct of all business meetings except as may be otherwise provided in the Constitution and By-Laws.

#### ARTICLE VIII – GENERAL

Section 1. There shall be a nominating committee and such other committees as are established from time to time by the membership. The nominating committee shall be chaired by the most immediate past president.

Section 2. The standing committees of this Association are: Legislation and Education.

- The Legislation Committee shall formulate and support the legislative programs of the Association and vigorously oppose legislation detrimental to the mission of the Association and the judiciary of the State of Washington
- The Education Committee is responsible for education programs.

Section 3. A special meeting of the Association may be called by the President with the approval of the executive committee. Special meetings may also be called upon written demand by a majority of the Association, provided all members are notified in writing at least 30 days in advance of the time, place and purpose of such special meeting. No matter shall be considered at a special meeting of the Association except that stated in the call to the special meeting.

#### ARTICLE IX – NOMINATIONS AND ELECTIONS

Section 1. The Association shall elect its officers at each annual meeting.

Section 2. The most immediate Past President serves as the Chair of the Nominating Committee, and if unable to serve, the President appoints the Chair. The President of the Association appoints two other members to serve on the Nominating Committee.

Section 3. The Nominating Committee is responsible for preparing a slate of nominees and presenting the committee's report to the membership at the annual meeting.

Section 4. In addition to the slate of nominees presented by the Nominating Committee, nominations for any office may be made from the floor at the annual meeting.

Section 5. After all nominations have been presented to the membership, the President shall fix the time for election during the business session(s) of the annual meeting.

Section 6. Any candidate receiving a majority of all votes cast for any office shall be declared elected.

Section 7. All elected officers shall take office immediately after the conclusion of the annual meeting and shall serve until the next annual election.

Section 8. Only regular members in good standing are privileged to vote.

#### ARTICLE X – FINANCES

Section 1. Expenses incurred by any officer shall not be a cost to the Association. However, necessary expenses for the education committee shall be paid by the Association.

Section 2. Dues shall be payable on an annual basis and in an amount as set forth in the by-laws.

#### ARTICLE XI – BY-LAWS

Section 1. Dues shall be paid on an annual basis by March 1 of each year at the rate of \$150 for regular members and \$75 for associate members.

Section 2. By-laws may be adopted or amended at the regular annual meeting or special meetings called for that purpose by a majority vote of the members.

Section 3. Members may submit proposed by-laws changes to the President of the Association or any member of the executive committee prior to the annual meeting.

#### ARTICLE XII - AMENDMENTS

Section 1. This constitution may be amended by a two-thirds vote of the members in attendance at a regularly scheduled annual meeting.

Section 2. Any amendment to this Constitution shall be in force and effect immediately upon its adoption.

#### ARTICLE XIII - RATIFICATION

Section 1. This Constitution shall be in full force and effect immediately upon the favorable vote of the two-thirds of the members in attendance at the annual meeting, except that Sections 2, 3, 4, and 5 of ARTICLE IX shall not be effective until the close of the annual meeting at which this Constitution is ratified.

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(This Constitution and By-Laws adopted by unanimous vote of the members present on September 13, 1976 and amended on August 17, 1984 and October 25, 1993 at meetings of the Association of Washington Superior Court Administrators.)



**WASHINGTON  
COURTS**

# *District and Municipal Court Judges' Association*

*President*  
JUDGE VERONICA ALICEA-GALVAN  
Des Moines Municipal Court

July 9, 2014

*President-Elect*  
JUDGE DAVID STEINER  
King County District Court

Honorable Barbara A. Madsen  
Washington State Supreme Court  
Temple of Justice

*Vice-President*  
JUDGE G. SCOTT MARINELLA  
Columbia County District Court

Honorable Kevin G. Ringus  
Fife Municipal Court

*Secretary/Treasurer*  
JUDGE SCOTT K. AHLF  
Olympia Municipal Court

Dear Chief Justice Madsen and Judge Ringus:

RE: DMCJA COMMITTEE REVIEW

*Past President*  
JUDGE DAVID A. SVAREN  
Skagit County District Court

In a letter dated March 3, 2014, the Board for Judicial Administration (BJA) requested that the District and Municipal Court Judges' Association (DMCJA) review its committees for efficiency and effectiveness. In response to this request, enclosed please find the following documents for your review:

1. 2014-2015 DMCJA Committee Rosters
2. 2014-2015 DMCJA Bylaws

*Board of Governors*

JUDGE JOSEPH M. BURROWES  
Benton County District Court

JUDGE MICHELLE K. GEHLEN  
Bethel Municipal Court

JUDGE JEFFREY J. JAHNS  
Kitsap County District Court

JUDGE SAMUEL MEYER  
Thurston County District Court

COMMISSIONER SUSAN J. NOONAN  
King County District Court

JUDGE KELLEY C. OLWELL  
Yakima Municipal Court

JUDGE REBECCA C. ROBERTSON  
Federal Way Municipal Court

JUDGE HEDI SMITH  
Okanogan County District Court

JUDGE TRACY A. STAAB  
Spokane Municipal Court

The DMCJA Bylaws provide the authority to create standing committees and workgroups. In addition, each standing committee has a list of charges and a budget for activities. Please contact me with any questions and/or concerns regarding these materials. Thank you.

Sincerely,

Judge Veronica Alicea-Galvan  
President, DMCJA

Enclosures

cc: Sharon R. Harvey, AOC  
Shannon Hinchcliffe, AOC

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March 3, 2014

Honorable David Svaren, President  
District and Municipal Court Judges' Association  
Skagit County District Court

Dear Judge Svaren:

In 2012, the Board for Judicial Administration (BJA) held a retreat to discuss issues of governance and allocation of Administrative Office of the Courts (AOC) resources dedicated to supporting boards, commissions, committees, task forces, and workgroups. The BJA agreed to divide these issues between two workgroups. The BJA recently adopted recommendations made from the workgroup charged with looking at all judicial branch committees and identifying opportunities to improve efficiency and effectiveness by merging or restructuring some groups. The workgroup reviewed 205 committees of associations, boards and commissions. Although the BJA realizes that examining the efficiency and relevance of any committee is actually the responsibility of that organization and its own related committees, the BJA is undertaking the job of examining each of its own BJA committees and workgroups and is asking that every association, board or commission do the same.

This workgroup recommended, and the BJA adopted the following:

- Every BJA authorized entity shall review and assess their current committee structure and align their committees with the proposed standard for creating, managing, and reviewing committees.
- All committees will adopt a charter containing the following information: Committee title; authorization (court rule, court order, bylaw, statute or other); charge or purpose; AOC staff support required; policy area; other branch committees addressing the same topic; other branch committees to partner with; committee type: standing, subcommittee, workgroup; committee membership; term limit; duration/review date; budget; reporting requirements (i.e., quarterly to the BJA, the authorizing organization and/or other entities addressing same topic); and expected deliverables or recommendations.
- Create and adopt a standard for committees that would include an agreement on the following items: 1) committee types; 2) committee duration limit to two years unless specifically extended after review; 3) commitment to periodic review, including a reporting requirement on activities, decisions, and initiatives; 4) formal request for AOC staff support and resources.

**TEMPLE OF JUSTICE**

Letter to Honorable David Svaren  
March 3, 2014  
Page 2 of 2

The BJA is currently re-examining and chartering our standing committees pursuant to this recommendation. We anticipate that the body will examine other committees, workgroups and task forces which were previously created by the BJA and determine whether they should continue in their current form or be incorporated into a standing committee.

The workgroup also focused on how the AOC uses its staff and resources, recognizing the need to prioritize requests for resources so the core work of the judicial branch can be done effectively. The demand for staff support and proliferation of committees and workgroups often create a strain on resources and result in limited support.

Recognizing the limited AOC staff and resources, the BJA requests that all judicial branch entities which operate committees under their authority using AOC staff or resources discuss and consider implementing the proposed chartering and committee standards. We hope these discussions will help define the core mission of the committees and possibly result in the merging or elimination of duplicative committees which require judicial and AOC resources.

If your organization has recently done work like this we encourage you to share the results. The BJA is interested in creating a central repository for charter documents so they are centrally located and can be accessible to others. This repository could function as a resource for all the judicial branch entities and staff and would facilitate collaboration and information sharing. If your organization has not done work like this recently, we urge you to adopt the recommendations of the BJA workgroup as outlined earlier in this letter. Staff will follow-up in June to determine whether you have any finalized documents that you can share.

If you would like a template for the committee charter, please contact Beth Flynn at [beth.flynn@courts.wa.gov](mailto:beth.flynn@courts.wa.gov) or (360) 357-2121.

If you have any questions regarding this request, please contact Shannon Hinchcliffe at [shannon.hinchcliffe@courts.wa.gov](mailto:shannon.hinchcliffe@courts.wa.gov) or (360) 705-5226.

Thank you for your consideration of this information.

Sincerely,



Barbara Madsen, Chair  
Board for Judicial Administration



Kevin Ringus, Member Chair  
Board for Judicial Administration

cc: Ms. Michelle Pardee

# 2014-2015 District and Municipal Court Judges' Association By-Laws Committee

Listserv Address: [DMCJA-Bylaws@listserv.courts.wa.gov](mailto:DMCJA-Bylaws@listserv.courts.wa.gov)

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## Members

Comm. Linda B. Kipling, Chair  
Island County District Court

Judge Willie J. Gregory  
Seattle Municipal Court  
Seattle Justice Center

Judge Glenn M. Phillips  
Kent Municipal Court

Judge Heidi E. Smith  
Okanogan County District Court

AOC Staff  
J (Jennifer) Krebs  
Admin. Office of the Courts

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## Charges

1. Review DMCJA By-Laws in advance of each Association business meeting to evaluate any needed changes.
2. Draft proposed changes to be distributed to membership.
3. Submit written report at Spring and Fall Conferences.
4. Propose revisions for Association consideration at business meetings.
5. Review for style proposed resolutions referred by Board.

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## Budget

Budget: \$250

Updated 5/19/2014

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**This committee will not be updated until October/November 2014  
2014-2015 District and Municipal Court Judges' Association  
Conference Planning Committee**

**Listserv Address: DMCJA-Conf@listserv.courts.wa.gov**

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**Members**

**Judge Fred L. Gillings, Co-Chair**  
Marysville Municipal Court

**Comm. Pete Smiley, Co-Chair**  
Bellingham Municipal Court

**Judge Marcine Andersen**  
KCDG, West Division

**Judge Andrea L. Beall**  
Puyallup Municipal Court

**Judge Thomas M. Ellington**  
Roy Municipal Court

**Comm. Linda B. Kipling**  
Island County District Court

**Judge Mary Logan**  
Spokane Municipal Court

**Judge Patricia L. Lyon**  
Evergreen Division, SCDC

AOC Staff  
NONE

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**Charges**

1. Make arrangements for Spring Conference, other than education program.
2. Provide input and assistance to the Supreme Court for arrangements for Fall Conference, other than education program.
3. Coordinate with staff, Administrative Office of the Courts.
4. Work in conjunction with Education Committee.

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**Budget**

Budget: \$3,500

Updated 5/18/2014 (members still need to be updated for 2014-15)

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# 2014-2015 District and Municipal Court Judges' Association Diversity Committee

Listserv Address: [DMCJADiversity@listserv.courts.wa.gov](mailto:DMCJADiversity@listserv.courts.wa.gov)

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## Members

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Judge Willie J. Gregory, Chair 15)  
Seattle Municipal Court  
Seattle Justice Center

Judge Nathaniel B. Green, Jr. 15)  
KCDC, South Division

Judge Karil K. Jorgensen 16)  
Kent Municipal Court

Comm. Linda B. Kipling 15)  
Island County District Court

Judge Mary C. Logan 15)  
Spokane Municipal Court

Judge Kevin A. McCann 15)  
Pierce County District Court

Judge Marilyn G. Paja 15)  
Kitsap County District Court

Judge Ketu Shah 16)  
KCDC, East Division

Judge Charles D. Short 15)  
Okanogan Co. District Court

AOC Staff  
Pam Dittman  
Admin. Office of the Courts

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## Charges

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### Charge as per 1994 Revised By-Laws:

1. The Diversity Committee will consider issues relating to diversity and shall recommend to the Board of Governors ways to promote the implementation of the current Diversity Policy Statement adopted by the Association.
2. Terms of the members shall be two years, and be staggered to ensure a slower rate of turnover on the committee and greater continuity in the planning process.

### 2008 Charges:

3. Review and revise the diversity bylaw as described in the Board's April 11, 2008 minutes.
4. Work with the WSBA on its effort to recruit more diverse pro-tempore judges.

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## Budget

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Budget: \$2,000

Updated 5/19/2014

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# 2014-2015 District and Municipal Court Judges' Association DOL Liaison Committee

Listserv Address: [DMCJA-DOL@listserv.courts.wa.gov](mailto:DMCJA-DOL@listserv.courts.wa.gov)

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## Members

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Judge James N. Docter, Chair  
Bremerton Municipal Court

Judge Charles J. Delaurenti  
King County South Division -  
Maleng Justice Center

Judge Karen Donohue  
Seattle Municipal Court  
Seattle Justice Center

Judge Nancy A. Harmon  
Chelan County District Court

Judge Timothy A. Jenkins  
Sumner Municipal Court

Judge Susan Mahoney  
KODC, South Division

Judge Lorrie C. Towers  
Marysville Municipal Court

DOL Liaison  
Carla Weaver  
DOL Driver's Records

DMCMA Liaison  
Gathy Pashon  
Sumner Municipal Court

DMCMA Liaison  
Patsy Robinson  
Mason County District Court

DMCMA Liaison  
Kathy Seymour  
Bonney Lake Municipal Court

AOC Staff  
Sharon Harvey

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## Charges

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1. Serve as liaison with Department of Licensing (DOL) bringing all DOL matters of concern to DMCJA and, conversely, bringing matters of DMCJA concern to the DOL through their designated representative.

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## Budget

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Budget: \$500

Updated 5/19/2014

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# 2014-2015 District and Municipal Court Judges' Association Education Committee

Listserv Address: DMCJAEduc@listserv.courts.wa.gov

## Members

**Judge Joseph M. Burrowes** 16)  
Co-Chair  
Benton County District Court

**Judge Karen Donohue** 15)  
Co-Chair  
Seattle Municipal Court  
Seattle Justice Center

**Judge Sandra Allen** 15)  
Milton/Ruston Municipal Courts

**Judge Grant Blinn** 17)  
Lakewood Municipal Court

**Judge Douglas J. Fair** 16)  
Edmonds Municipal Court

**Judge Michael J. Finkle** 17)  
KCDC, East Division

**Judge Judy Rae Jasprica** 17)  
Pierce County District Court

**Judge Timothy A. Jenkins** 17)  
Sumner Municipal Court

**Judge Richard B. Kayne** 17)  
Medical Lake Municipal Court

**Judge Mary C. Logan** 16)  
Spokane Municipal Court

**Judge Kevin A. McCann** 17)  
Pierce County District Court

**Judge Douglas B. Robinson** 16)  
Whitman County District Court

**Judge Charles D. Short** 16)  
Okanogan Co. District Court

**Judge N. Scott Stewart** 15)  
Issaquah Municipal Court

**Judge Matthew Williams** 17)  
KCDC, South Division - MJC

**Ex Officio**  
**Judge James N. Docter** 16)  
Bremerlon Municipal Court

**Ex Officio**  
**Judge Margaret Vall Ross** 15)  
Pierce County District Court

**AOC Staff**  
Stephanie Apgar  
Admin. Office of the Courts

## Charges

1. Promote education of judges and support staff by designing education programs in coordination with staff from the Administrative Office of the Courts that meet the interest and needs of personnel in courts of limited jurisdiction.
2. Maintain liaison with Benchbook Committee.
3. Maintain liaison with Board for Court Education concerning the education needs of judges.
4. Furnish judges for state, local, and national judicial seminars, orientation and refresher courses, colleges, and bar association CLE programs.
5. Provide input and assistance to Supreme Court in the development of education portion of Fall Conference.
6. Submit written report at Spring and Fall Conferences.
7. Submit written report to President and Board monthly.

## Budget

Budget: Committee \$8,500  
Grants \$5,000

# 2014-2015 District and Municipal Court Judges' Association Legislative Committee

Listserv Address: [DMCJA-Leg@listserv.courts.wa.gov](mailto:DMCJA-Leg@listserv.courts.wa.gov)

## Members

Judge Samuel G. Meyer, Chair  
Thurston County District Court

Judge Stephen E. Brown  
Grays Harbor Co. District Court

Judge Brett Buckley  
Thurston County District Court

Judge D. Mark Eide  
KCDC, South Division

Judge Douglas J. Fair  
Edmonds Municipal Court

Judge Janet E. Garrow  
KCDC, East Division

Judge Michelle Gehlsen  
Bothell Municipal Court

Judge Corinna D. Harn  
KCDC, Office of the PJ

Judge David A. Larson  
Federal Way Municipal Court

Judge Susan Mahoney  
KCDC, South Division

Judge Marilyn G. Paja  
Kitsap County District Court

Judge Glenn M. Phillips  
Kent Municipal Court

Judge Ketu Shah  
KCDC, East Division

Judge Shelley Szambelan  
Spokane Municipal Court

Judge Donna K. Tucker  
KCDC, East Division

Legislative Representative  
Melanie Stewart

DMCMA Liaison  
Linda Baker  
Poulsbo Municipal Court

DMCMA Liaison  
Kathy Seymour  
Bonney Lake Municipal Court

AOC Staff  
Sharon Harvey  
Admin. Office of the Courts

AOC Staff  
J (Jennifer) Krebs  
Admin. Office of the Courts

## Charges

1. Evaluate and recommend responses to legislation affecting courts of limited jurisdiction.
2. Initiate legislation to improve the delivery of services and administration of justice in district and municipal courts.
3. Develop and maintain efforts towards communication with legislators and state agencies.
4. Recommend terms of employment of Association lobbyist and direct lobbying effort.
5. Provide oral or written testimony to Legislature as needed.
6. Submit written report at Spring and Fall Conferences.
7. Submit written report to President and Board monthly.

## Budget

Budget: \$6,000

Updated 7/8/2014

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# 2014-2015 District and Municipal Court Judges' Association Long Range Planning Committee

Listserv Address: [DMCJA-LR@listserv.courts.wa.gov](mailto:DMCJA-LR@listserv.courts.wa.gov)

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## Members

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**Judge G. Scott Marinella, Chair**  
Columbia District Court

**Judge Steven R. Buzzard 15)**  
Winlock Municipal Court

**Judge Franklin L. Dacca 15)**  
Pierce County District Court

**Judge Douglas E. Goelz 17)**  
Pacific Co. South District Ct.

**Judge Willie J. Gregory 17)**  
Seattle Municipal Court  
Seattle Justice Center

**Judge Anne C. Harper 17)**  
KCDC, West Division  
King County Courthouse

**Judge David A. Larson 15)**  
Federal Way Municipal Court

**Judge Marilyn G. Paja 15)**  
Kitsap County District Court

**Judge Glenn M. Phillips 17)**  
Kent Municipal Court

**Judge Donna K. Tucker 17)**  
KCDC, East Division

**AOC Staff**  
Sharon Harvey  
Admin. Office of the Courts

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## Charges

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1. Consider issues relating to long-range planning and review processes.
2. Conduct an annual review of such issues.

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## Budget

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Budget: \$1,500

Updated 6/19/2014

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**This committee will not be updated until October 2014  
2014-2015 District and Municipal Court Judges' Association  
Nominating Committee**

**Listserv Address: DMCJANC@listserv.courts.wa.gov**

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**Members**

**Judge Sara Derr, Chair**  
Spokane District Court  
Public Safety Bldg

**Judge Stephen E. Brown**  
Grays Harbor Co. District Court

**Judge G. Scott Marinella**  
Columbia District Court

**Judge Glenn M. Phillips**  
Kent Municipal Court

**Judge Linda S. Portnoy**  
Lake Forest Park Municipal Ct

**AOC Staff**  
Sharon Harvey  
Admin. Office of the Courts

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**Charges**

1. The Nominating Committee shall annually select not more than two candidates for Vice-President, Secretary/Treasurer, President-Elect, and three Board member-at-large positions. The Board member-at-large positions shall be for three-year terms.
2. The report of the Nominating Committee shall be submitted to the Board at its March meeting. The names of the nominees will be published in the written notice of the Spring Conference and in the Minutes of the Board's March meeting. Nominations for all offices except President may be made by the members at the Spring Conference.
3. The Nominating Committee shall make nominations for other vacancies on the Board.

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**Budget**

**Budget: \$400**

Updated 5/19/2014 (members still need to be updated for 2014-15)

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# 2014-2015 District and Municipal Court Judges' Association Reserves Committee

Listserv Address: [DMCJAReserves@listserv.courts.wa.gov](mailto:DMCJAReserves@listserv.courts.wa.gov)

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## Members

Judge David Stelner, Chair  
KCDC, East Division

Judge Scott K. Ahlf  
Olympia Municipal Court

Judge G. Scott Marinella  
Columbia District Court

AOC Staff  
Sharon Harvey  
Admin. Office of the Courts

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## Charges

1. The committee is comprised of the DMCJA President Elect, current and past Treasurer, and Special Fund custodian.
2. The Reserves Committee shall consider issues relating to association reserve funds and make recommendations to the Board of Governors annually.

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## Budget

Budget: \$250

Updated 5/19/2014

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# 2014-2015 District and Municipal Court Judges' Association Rules Committee

Listserv Address: [DMCJA-Rules@listserv.courts.wa.gov](mailto:DMCJA-Rules@listserv.courts.wa.gov)

## Members

Judge Janet E. Garrow, Chair  
KCDC, East Division

Judge Karla E. Buttorff  
Pierce County District Court

Judge Steven R. Buzzard  
Winlock Municipal Court

Judge Franklin L. Dacca  
Pierce County District Court

Judge Beth Fraser  
South Division, SCDC

Judge Joshua F. Grant  
Lincoln County District Court

Judge Nancy A. Harmon  
Chelan County District Court

Judge Rebecca C. Robertson  
Federal Way Municipal Court

Judge Shelley Szambelan  
Spokane Municipal Court

Judge Matthew Williams  
KCDC, South Division - MJC

DMCMA Liaison  
Linda S. Hagert  
Yakima Municipal Court

DMCMA Liaison, Alternate  
Tracy Jeffries  
Mercer Island Municipal Court

AOC Staff  
J (Jennifer) Krebs  
Admin. Office of the Courts

## Charges

1. Review court rules and recommend changes as per GR 9 process.
2. Monitor and report on proposed changes to court rules.
3. Coordinate with Local Rules Committee.
4. Review local justice court rules and develop a model to be available to local jurisdictions who currently need but do not have local rules.
5. Submit written report to President and Board monthly.

## Budget

Budget: \$1,000

Updated 7/8/2014

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# 2014-2015 District and Municipal Court Judges' Association Technology Committee

Listserv Address: [DMCJATechnology@listserv.courts.wa.gov](mailto:DMCJATechnology@listserv.courts.wa.gov)

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## Members

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No Committee in 2014; will  
revisit in 2015

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## Charges

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1. Address the need for consistent court business practices as they relate to automated systems. Discuss and advise the DMCJA, the JIS Committee (JISC), and the JIS User Advisory Committee.
2. Develop and recommend policy regarding the delivery of automated information systems to judicial officers in the district and municipal courts. Identify and articulate needs for common functionality and standard information. Participate, as appropriate, in design and other decision-making processes in the development of components of the Judicial Information System.
3. Function as the DMCJA Endorsing Group within the JIS IT Governance Structure; however, the committee may choose to refer the request to the DMCJA Board of Governors for review prior to or during the endorsing process.
4. Serve as a resource for requirements-gathering on IT Governance requests involving district and municipal courts and their judicial officers.
5. Advise the president with recommendations for appointments to the JIS IT Governance CLJ Court-Level User Group (CLJ CLUG) and the Multiple-Court-Level User Group (MCLUG).
6. Respond to and advise the JISC and its Data Dissemination Subcommittee on data dissemination policy and issues such as those involving district and municipal courts and their judicial officers.
7. Maintain a forum for discussion of technology developments in the courts such as technologies that may be used in the courtroom.
8. Monitor state laws and recommend legislative changes to laws governing the judicial system's automated information system and other state systems that affect the operation of the judicial branch's systems.
9. Maintain liaison with the JISC to develop needs and priorities for court technology; receive reports from the JISC; give direction to the DMCJA representatives to the JISC on DMCJA policies.
10. Monitor and report on proposed amendments to the JISCR Rules.
11. Oversee the development of a DMCJA Web site.

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## Budget

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Budget: \$0

Updated 5/19/2014

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## 2014-2015 District and Municipal Court Judges' Association Therapeutic Courts Committee

Listserv Address: [DMCJATherapeutic@listserv.courts.wa.gov](mailto:DMCJATherapeutic@listserv.courts.wa.gov)

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### Members

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Judge Michael J. Finkle, Co-Chair  
KCDC, East Division

Judge Debra R. Hayes, Co-Chair  
Spokane County District Court

Judge Johanna Bender  
KCDC, West Division

Judge Fred L. Gillings  
Marysville Municipal Court

Judge Karl K. Jorgensen  
Kent Municipal Court

Judge Mary C. Logan  
Spokane Municipal Court

Judge Susan Mahoney  
KCDC, South Division

Judge Ronald S. Marshall  
Cowlitz County District Court

AOC Staff  
Janet Skreen  
Admin. Office of the Courts

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### Charges

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1. Examine and evaluate the types of therapeutic/problem-solving courts which currently exist in the courts of limited jurisdiction.
2. Coordinate and liaison with internal and external committees, workgroups, and therapeutic court stakeholders (attorneys, treatment providers, coordinators, etc.)
3. Work to ensure consistency in therapeutic models and standardize practices according to validated research.
4. Determine and request meaningful data to evaluate courts and programs and coordinate a performance monitoring role with the Administrative Office of the Courts.
5. Make recommendations to the Board of Governors regarding therapeutic courts advocacy, policy, legislation and funding.

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### Budget

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Budget: \$2,500

Updated 5/19/2014

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# **DISTRICT AND MUNICIPAL COURT JUDGES' ASSOCIATION BYLAWS**

(ADOPTED 1978 ANNUAL MEETING)  
(AMENDED 1979 ANNUAL MEETING)  
(AMENDED 1981 ANNUAL MEETING)  
(AMENDED 1983 ANNUAL MEETING) SPRING  
(AMENDED 1983 ANNUAL MEETING) FALL  
(AMENDED 1984 ANNUAL MEETING) FALL  
(AMENDED 1985 ANNUAL MEETING) SPRING  
(AMENDED 1988 ANNUAL MEETING) SPRING  
(AMENDED 1991 ANNUAL MEETING) FALL  
(AMENDED 1993 ANNUAL MEETING) SPRING  
(AMENDED 1994 ANNUAL MEETING) SPRING  
(AMENDED 1995 ANNUAL MEETING) SPRING  
(AMENDED 1996 ANNUAL MEETING) FALL  
(AMENDED 1998 ANNUAL MEETING) SPRING  
(AMENDED 2000 ANNUAL MEETING) SPRING  
(AMENDED 2001 ANNUAL MEETING) SPRING  
(AMENDED 2002 ANNUAL MEETING) SPRING  
(AMENDED 2003 ANNUAL MEETING) SPRING  
(AMENDED 2006 ANNUAL MEETING) SPRING  
(AMENDED 2008 ANNUAL MEETING) SPRING  
(AMENDED 2009 ANNUAL MEETING) SPRING  
(AMENDED 2010 ANNUAL MEETING) SPRING  
(AMENDED 2011 ANNUAL MEETING) SPRING  
(AMENDED 2013 ANNUAL MEETING) SPRING  
(AMENDED 2014 ANNUAL MEETING) SPRING

## **ARTICLE I - Name**

The name of this Association shall be the WASHINGTON STATE DISTRICT AND MUNICIPAL COURT JUDGES' ASSOCIATION.

## **ARTICLE II - Purpose**

The purpose of the District and Municipal Court Judges' Association shall be:

- (1) To improve the administration of justice in the courts of limited jurisdiction and to recommend and support proposals to that end;
- (2) To continuously survey and study the operation of the courts served by its membership, the volume and condition of business of such courts, the methods of procedure therein, the work accomplished, and the character of the results;

- (3) To promulgate suggested rules for the administration of the courts of limited jurisdiction not inconsistent with the laws or rules of the Supreme Court relating to such courts.

### **ARTICLE III - Membership**

#### **Section 1. Eligibility for Membership:**

(a) Active Membership:

All duly elected or appointed and qualified judges, commissioners, magistrates and General Rule 8 judicial officers of courts of limited jurisdiction in the state of Washington shall be eligible to active membership in the Association upon payment of regular dues and assessments.

(b) Associate Membership:

Any former active member of the Association who is no longer serving as a judge, commissioner, or judicial officer of a court of limited jurisdiction may become an associate member of this Association by payment of annual dues set by the Board. Such member shall be entitled to free distribution of the Association Newsletter and may attend workshops, seminars, and conventions on payment of proper registration fees, but shall have no right to vote.

#### **Section 2. Diversity in All Activities Mandated:**

(a) Policy Statement:

The Association actively seeks diversity of member participation in all aspects of its operations. Association offices, committees and activities shall be representative of members with a diversity of age, gender, ethnic background, experience, geographic balance and past service to the board.

(b) Specific Applications:

The President shall apply the Association's policy of diversity in all appointments made by the President. The Nominating Committee shall apply the Association's policy of diversity in selecting its slate of candidates.

(c) Support Efforts to Increase the Diversity of Membership in the Judiciary:

The Board of Governors shall support and encourage legal and judicial associations such as the Washington State Bar Association, the Washington State Minority and Justice Commission, the Washington State Gender and Justice Commission, and the minority bar associations in their effort to provide opportunities for appointment and/or election of individuals of diversity to the judiciary.

#### **ARTICLE IV - Dues**

**Section 1. Amount of Dues:**

The annual membership dues of the Association for the calendar year shall be set by the Board.

**Section 2. Method of Payment:**

All dues shall be paid by February 15th of each year. If dues are not paid by said date, a demand for their payment shall be made to the judge.

Judges sitting in more than one court are responsible for ensuring that full dues are paid. The judge is responsible for apportionment of payments between courts in which the judge sits.

**Section 3. Delinquency:**

After May 1, a non-paying member shall not be a member in good standing or entitled to any rights or privileges of active membership and shall be so notified in writing by the Secretary-Treasurer.

**Section 4. Application of Dues:**

Application of dues is dependent upon whether the dues are paid by the judge personally or by a governmental entity. If paid by the judge, the dues are associated with the judge and if the judge is replaced mid-term, the successor judge must also pay dues. If paid by a governmental entity, then the dues are associated with the position and if a judge is replaced mid-term, the dues shall be applied to the successor judge. The judge should clarify when the payment is made if the judge is paying personally or the governmental entity is paying the dues.

#### **ARTICLE V - Officers**

**Section 1. Designated:**

The elective officers of the Association shall be a President, a President-Elect, a Vice President, a Secretary-Treasurer, and nine members-at-large

of the Board of Governors. All officers must be members in good standing in the Association to be eligible to hold office. The President, President-Elect, Vice President, Secretary-Treasurer and Immediate Past-President shall be members of the Board of Governors. Additionally, the Chair of the Legislative Committee shall serve as an ex-officio, non-voting member of the Board of Governors.

**Section 2. Duties of Officers:**

- (a) The President shall be the official representative of the Association. The President shall preside at all meetings of the Association and shall call special meetings as provided by Article VI, Section 2. The President shall appoint the Chair of all committees except the Nominating Committee. The President shall perform all other duties incident and pertaining to the office of President.
- (b) The President-Elect shall perform such duties as may be delegated by the President and shall be an *ex officio* member of the Board for Judicial Administration. The President-Elect shall automatically accede to the office of President on the 1st day of June, or at the conclusion of the Annual Meeting, whichever last occurs, of the year following his/her election to the office of President-Elect unless a petition shall be filed with the Secretary-Treasurer of the Association not less than thirty (30) days prior to the regular scheduled Spring Conference. Such petition shall request election to the office of President at the Spring Conference and must be signed by not less than twenty-five percent (25%) of the eligible membership. Upon filing of such a petition, an election to the office of President will be held at the Spring Conference. The President-Elect shall preside at meetings and perform the duties of the President in the absence or disability of the President.
- (c) The Vice-President shall perform such duties as may be delegated by the President and shall Chair the Long Range Planning Committee. The Vice-President shall preside at meetings and perform the duties of the President-Elect in the absence or disability of the President or President-Elect.

The Vice-President shall also serve as the Special Fund Custodian. It shall be the Special Fund Custodian's duty to receipt Special Fund contributions, timely deposit all receipts and pay invoices as approved by the Board and to make other expenditures that are authorized by the "Special Fund Policies and Use Criteria." The Special Fund Custodian shall report to the Board and DMCJA membership as required by the "Special Fund Policies and Use Criteria." The Special Fund Custodian is responsible for managing the Special Fund account in accordance with the "Special Fund Policies and Use Criteria." If sound principles of money management require the "Special Fund Policies and Use Criteria"

to be amended, the Special Fund Custodian shall make such recommendations to the Board.

- (d) The Secretary-Treasurer shall keep a full and complete record of the meetings of the Association and the Board of Governors. The Secretary-Treasurer shall keep a copy of the Bylaws of the Association and have them available for reference at all meetings of the Association and the Board of Governors. The Secretary-Treasurer shall give written notice of the Annual Meeting and such special meetings as may be called to all members in good standing of the Association. Such written notice may be given by mail or email. The Secretary-Treasurer shall be responsible for collecting all dues and shall receive all money due the Association. The Secretary-Treasurer shall pay all bills according to procedures established by the Board of Governors. The Secretary-Treasurer shall keep an accurate account of all money received and disbursed and shall provide a written financial statement to each member by the Annual Meeting State Judicial Conference and to each member of the Board of Governors by the Annual Meeting State Judicial Conference and such other Board meetings as may be called. The Secretary-Treasurer shall be bonded in favor of the Association in the principal sum of not less than \$35,000 by a recognized bonding company, the premium to be paid by the Association. The Secretary-Treasurer's Annual Report shall be reviewed by the Auditing Committee to be appointed by the President.

### **Section 3. Election of Officers:**

Election of all officers and members-at-large of the Board of Governors shall be held at the Spring Conference. Terms of office shall commence on June 1, of each year or at the conclusion of the Annual Meeting, whichever last occurs.

- (a) The election shall be by ballot at the Spring Conference.
- (b) All Officers and Board members shall serve until their successors are elected and installed.
- (c) An Officer or Board member shall not serve more than one term in the same office consecutively, however, an Officer or Board member may serve an unexpired term, less than a full term, and then serve a consecutive term.
- (d) A member may not hold more than one elected office within the Association at the same time.

**Section 4. Vacancies:**

All vacancies in office except that in the office of President shall be filled by a member of the Association appointed by the President with ratification of the Board of Governors. A vacancy in the Presidency shall be filled by the President-Elect until the next regular session.

**ARTICLE VI - Meetings and Quorum**

**Section 1. Association Meetings:**

The Association shall meet annually in the state of Washington at a date, time and place to be determined by the Board of Governors. This meeting shall be known as the Annual Meeting and will be held at Spring Conference. An additional membership meeting will be held in conjunction with the Washington Judicial Conference. Written notice of the Annual Meeting shall be sent to all members in good standing by the Secretary-Treasurer at least 30 days in advance.

**Section 2. Special Meetings:**

The President with the consent of a majority of the Board of Governors may call a special meeting, provided that written notice of the date, time and place, and business to be brought before the special meeting shall be sent to all members of the Association.

**Section 3. Quorum:**

A quorum for the Annual Meeting of the Association shall be one-sixth of the active membership. A quorum for the special meeting shall be one-fourth of the active membership.

**Section 4. Executive Session:**

- (a) Upon a majority vote, the Board of Governors may call an executive session to discuss matters involving security, appointment to open positions, potential litigation or other matters deemed confidential. A motion to enter executive session shall set forth the general purpose of the executive session, which shall be included in the general minutes.
- (b) No active member of the Association present at a Board of Governors' meeting shall be excluded from attending an executive session.
- (c) Administrative Office of the Courts staff may be present during an executive session at the discretion of the President or Board member acting on the President's behalf.

## **ARTICLE VII - Board of Governors**

### **Section 1. Membership:**

There shall be fourteen members of the DMCJA Board of Governors elected from the membership at large, of whom five (5) shall be officers, and nine (9) shall be board members and shall be designated as board positions one (1) through nine (9). Board membership shall at all times include at least three municipal court judges of whom one is part-time, three district court judges of whom one is part-time, and one commissioner or magistrate, and positions one (1) through seven (7) shall be designated respectively. Positions eight (8) and nine (9) shall be open positions.

If any position designated one (1) through seven (7) is not filled because there is no candidate for the position, then that position shall be filled by a qualified candidate by appointment by the President with ratification of the Board of Governors at the first Board meeting following the annual election.

If after any annual election there is not at least one member of the Board of Governors from a minority group and one member from each gender, the Board of Governors shall be increased to include such additional member or members by appointment by the President with ratification of the Board of Governors at the first Board meeting following the annual election. The additional member or members so elected shall serve for a three-year term.

### **Section 2. Vacancies:**

All vacancies in office shall be filled by a member of the Association appointed by the President with ratification of the Board of Governors.

### **Section 3. Meetings:**

- (a) The Board of Governors shall meet at the call of the President, during the Annual Meeting, and at such other times as the President or a majority of the Board of Governors may deem necessary provided written notice is given to all members of the Board at least 10 days in advance. The Association may reimburse the Board of Governors their necessary travel expenses to attend any Board meeting, except in connection with the Annual Meeting.
- (b) A quorum for a meeting of the Board of Governors shall be one-half of its members.
- (c) The Board of Governors shall provide for at least on an annual basis, an audit of the books, records and accounts maintained by

the Treasurer and the audit shall review the Treasurer's Annual Report.

## **ARTICLE VIII - Board for Judicial Administration**

### **Section 1. BJA Representative:**

The Association shall be represented on the Board for Judicial Administration (BJA) by the Association President and by four members, as follows: One (1) municipal court judge, one (1) district court judge and two (2) members at large. Selection shall be by vote of the membership as with other Association officers. The Association President position shall be for the period of the Association Presidency. The President-Elect shall be an *ex officio* member of the BJA during their term as President-Elect. All other positions shall be for a term of four years—provided that the terms of members which begin on July 1, 2010 and July 1, 2011 shall be for two years. Representatives shall not serve more than two terms consecutively. A representative may serve an unexpired term, less than a full term, and then serve two consecutive terms.

Selection of BJA representatives shall be based on demonstrated commitment to improving the courts and should reflect ethnic, gender, geographic and caseload differences.

### **Section 2. Election of Representatives:**

Election of all representatives shall be held at the Spring Conference. Terms of office shall commence on June 1, of the year in which elected, or at the conclusion of the Annual Meeting, whichever last occurs.

### **Section 3. Vacancies:**

All vacancies in office shall be filled by a member of the Association appointed by the President with ratification of the Board of Governors.

## **ARTICLE IX - Commission on Judicial Conduct**

### **Section 1. Commission on Judicial Conduct Representatives:**

The Association shall be represented on the Commission on Judicial Conduct (CJC) by a member and alternate who are limited jurisdiction court judges.

### **Section 2. Election of Representatives:**

The Nominating Committee shall select not more than two limited jurisdiction court judges as candidates for each open position, and shall

submit the names of the nominees for election at the next Spring Conference. Election of representatives shall be held at the Spring Conference. Terms of office are for four years and shall commence on June 1, of the year in which elected, or at the conclusion of the Annual Meeting, whichever last occurs. Elections shall be held pursuant to the terms of RCW 2.64.020.

**Section 3. Vacancies:**

All vacancies in office shall be filled by a member of the Association appointed by the President with ratification of the Board of Governors.

**ARTICLE X - Committees**

**Section 1. Membership of Committees:**

There shall be twelve (12) standing committees and other such committees as may be authorized by the Association and by the President. The standing committees shall be the Nominating Committee, Bylaws Committee, Conference Committee, Legislative Committee, Court Rules Committee, Education Committee, Long Range Planning Committee, Diversity Committee, DOL Liaison Committee, Technology Committee, Therapeutic Courts Committee, and Judicial Assistance Services Program. Committee Chairs shall submit written annual reports to the members at the Association's Annual Meeting. In selecting members for the Association's committees, the President should make every effort to assign a member to the member's first preferred committee, even if such assignment increases the committee's size.

**Section 2. Committee Functions:**

(a) Nominating Committee:

- (1) The Nominating Committee shall serve for one year and shall consist of not less than five members with at least one member from each of the following four geographical areas: northeastern, southeastern, northwestern, and southwestern Washington, and one member-at-large.
- (2) At the Board meeting in October, the President will appoint the members of the Nominating Committee. The Immediate Past-President will Chair the Nominating Committee. No more than one member of the Nominating Committee may be a member of the present Board of Governors.
- (3) The Nominating Committee shall select a slate of candidates from members in good standing. It will select not more than two candidates for Vice-President, Secretary-Treasurer, and

President-Elect who shall serve one year, and three Board members-at-large, who shall serve on the Board for three years. The Committee shall also select not less than two (2) candidates to serve as a representative to the Board for Judicial Administration for a four (4) year term.

- (4) The Nominating Committee, after soliciting suggestions of nominees and after securing the consent of the nominees to serve, shall submit its report to the Board at its March business meeting. The names of the nominees will be published in the written notice of the Spring Conference and in the Minutes of the Board's March meeting. Nominations for all offices except President may be made by the members, at the Spring Conference.

(b) Education Committee:

- (1) The Education Committee shall develop and administer a mentor program for new judges, commissioners, and judicial officers. Efforts should be made to contact new judges, commissioners, and judicial officers immediately upon their commencement of service and to select mentor judges, commissioners, and judicial officers geographically proximate to the judge they advise.
- (2) The Education Committee shall develop educational programs for the Association's Spring Conference and such other educational seminars as may become available consistent with policies of the Board for Court Education (BCE).
- (3) The Education Committee shall administer the Continuing Judicial Education requirement as contained in these Bylaws.
- (4) The Education Committee shall consist of twelve members. Terms of the members shall be three years, and be staggered so that four new members shall be appointed each year. All DMCJA representatives on BCE shall be ex officio members of the Education Committee.
- (5) The incoming President shall appoint a member of the Committee as Chair of the Committee for a term of one year.

(c) Long Range Planning Committee:

- (1) The Long Range Planning Committee shall consist of four (4) district court members and four (4) municipal court members. Part-time and full-time courts shall be

represented. In making appointments, the President shall take into consideration the Associations' diversity policy. The President shall have the discretion to appoint other members with institutional memory or expertise as needed to address specific issues. The Chair of the Long Range Planning Committee shall be the current Vice-President.

- (2) The Long Range Planning Committee will consider issues relating to long range planning and review processes.
  - (3) The Long Range Planning Committee shall conduct an annual review of such issues.
- (d) Diversity Policy Implementation Committee:
- (1) The Diversity Committee will consider issues relating to diversity and shall recommend to the Board of Governors ways to promote the implementation of the current Diversity Policy Statement adopted by the Association.
  - (2) In promoting the Diversity Policy Statement, the Diversity Committee should strive to coordinate activities with the Washington State Bar Association, the Washington State Minority and Justice Commission, the Washington State Gender and Justice Commission, the minority bar associations and any legal or judicial associations or committees with the stated goals of encouraging diversity in the judiciary.
  - (3) Terms of the members shall be two years, and be staggered to insure a slower rate of turnover on the committee and greater continuity in the planning process.
- (e) Judicial Assistance Services Program (JASP) Committee:
- (1) The JASP will be a joint committee with the Superior Court Judges' Association to offer confidential assistance for judges with personal problems.
  - (2) Membership shall be as outlined in the committee bylaws with member duties including training as Peer Counselors.
- (f) DOL Liaison Committee:
- (1) Serve as liaison with Department of Licensing (DOL) bringing all DOL matters of concern to DMCJA and, conversely, bringing matters of DMCJA concern to the DOL through their designated representative.

(g) Technology Committee:

- (1) The Technology Committee will develop and recommend policy regarding the delivery of automated information systems to district and municipal courts; monitor and report on proposed amendments to the JISCR Rules; and monitor state laws and recommend legislative changes to laws governing the judicial system's automated information system, and other state systems, that affect the operation of the judicial branch's systems.
- (2) Maintain liaison with the Judicial Information System Committee (JISC), function as the DMCJA Endorsing Group within the JIS IT Governance Structure, and respond to and advise the JISC on data dissemination policy and issues involving district and municipal courts and their judicial officers.
- (3) Oversee the DMCJA website.

(h) Therapeutic Courts Committee:

- (1) The Therapeutic Courts Committee will examine and evaluate the types of therapeutic/problem-solving courts which currently exist in the courts of limited jurisdiction and coordinate and liaison with internal and external committees, workgroups, and therapeutic court stakeholders.
- (2) Work to ensure consistency in therapeutic models and standardize practices according to validated research.
- (3) Determine and request meaningful data to evaluate courts and programs and coordinate a performance monitoring role with the Administrative Office of the Courts.
- (4) Make recommendations to the Board of Governors regarding therapeutic courts advocacy, policy, legislation, and funding.

#### **ARTICLE XI - Amendments**

These Bylaws may be amended at any annual or special meeting of the Association by a two-thirds vote of the voting members registered and present at such meeting, a quorum being present, provided that written notice of the proposed amendment shall have been mailed or emailed 30 days prior to the meeting to all members of the Association in good standing.

## **ARTICLE XII - Rules of Order**

Robert's Rules of Order, Revised, or such other rules of order as may be adopted by the Board upon due consideration, shall govern this Association in all parliamentary procedure in which they are applicable and in which they are not inconsistent with these Bylaws. Such rules of order shall be made readily available to all members of the Association.

## **ARTICLE XIII - Vote by Proxy**

### **Section 1. Authorize Vote by Proxy:**

Where election is required by these bylaws, members who are unable to vote in person may vote by proxy, consistent with this Article.

### **Section 2. Members in Good Standing:**

Voting member and proxy must be members of the DMCJA in good standing as prescribed in Article IV of these bylaws.

### **Section 3. Form, Timing and Limitations:**

Proxy votes are allowed for the limited purpose of allowing members to vote who are not able to attend the Annual Meeting, or specially set meeting at which an election is held. Voting members shall submit their voting authority to a proxy in writing, on a form prescribed by the DMCJA Board, not less than 15 days prior to the scheduled election. The authority shall clearly identify the member and proxy, authorize the proxy to cast the absent member's vote, and be signed by the member assigning the proxy. A member may not grant voting authority to more than one proxy in a given election. Proxy authority may not be limited to specified offices, Bylaws amendment(s), or other issue upon which a vote may be held.

### **Section 4. Secretary/Treasurer Responsibility:**

Proxies shall be received by the Secretary-Treasurer not less than 10 days before the scheduled vote. Ballots equal to the submitted proxy authority shall be provided to the proxy by the Secretary-Treasurer upon receipt of a properly executed proxy.

### **Section 5. Proxy Revocation:**

Proxies may be revoked in writing by the assigning party. Revocations must clearly identify the party assigning the right to vote, the proxy, and clearly state that voting authority is being revoked. Revocations must be received by the Secretary-Treasurer not less than 10 days before the scheduled vote. The assigning party must provide a copy of the revocation to the proxy.

**Section 6. Restriction on Solicitation or Reassignment:**

Members may not solicit proxy authorizations and may not reassign proxy voting authority.

**Section 7. Proxy Form:**

	<b>DISTRICT AND MUNICIPAL COURT JUDGES' ASSOCIATION</b>
<b>WASHINGTON COURTS</b>	
<b>PROXY AUTHORIZATION</b>	
I, _____, a member in good standing of the District and Municipal Court Judges' Association (DMCJA) certify that I am unable to attend the DMCJA membership meeting scheduled for the _____ day of _____, 2005 and do hereby authorize _____ a member in good standing of the DMCJA, to exercise my right to vote as a member of the Association, consistent with Article _____, Section _____ of DMCJA Bylaws.	
Executed this _____ day of _____, 20____.	
_____ DMCJA Member	
<b>DMCJA Bylaws require that proxy authorizations must be executed not less than 15 days before the scheduled election and must be received by the DMCJA Secretary-Treasurer not less than 10 days before the scheduled election.</b>	

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## Superior Court Judges' Association

### CIVIL LAW AND RULES COMMITTEE CHARTER

- I. [Committee Title (Budget and Funding, Legislative, Education, Policy and Planning)]  
**Superior Court Judges' Association Civil Law and Rules Committee**
  
- II. [Authorization (court rule, court order, by-law, statute or other (Pending Amendment to BJAR 3)]  
**SCJA Bylaws Article X; RCW 2.16.010**
  
- III. [Charge or Purpose]
  - **Review state laws and recommend legislative changes on subjects other than criminal, juvenile, family, mental illness, and state institutions.**
  - **Monitor and report on proposed legislation on subjects other than criminal, juvenile, family, mental illness, and state institutions.**
  - **Review and recommend proposed changes in Civil Rules.**
  - **Monitor and report on proposed changes in Civil Rules.**
  - **Review and recommend proposed changes in Evidence Rules.**
  - **Monitor and report on proposed changes in Evidence Rules.**
  - **Consider increased use of constitutional superior court rule making power.**
  - **Maintain liaison with the WSBA Court Rules and Procedures Committee.**
  - **Improve and work toward greater consistency in local rules and procedures, as appropriate.**
  - **Improve liaison with the legislature and government departments.**
  - **Meet and respond, where appropriate, to requests from legislators, members of the executive branch, and other government departments.**

- IV. [Policy area]  
**Superior court civil rules and laws pertaining to procedural and substantive matters**
  
- V. [Expected deliverables or recommendations]  
**Semi-annual written reports to SCJA Board of Trustees**
  
- VI. [Membership]  
**Members volunteer for service and are appointed by the SCJA President-Judge**
  
- VII. [Term Limits]  
**Terms are for one year, renewable at the discretion of the SCJA President-Judge**
  
- VIII. [Other branch committees addressing the same topic]  
**None**
  
- IX. [Other branch committees to partner with]  
**SCJA Legislative Committee; DMCJA Rules Committee**
  
- X. [Reporting Requirements (i.e. quarterly to the BJA)]  
**Semi-annually to SCJA Board of Trustees**
  
- XI. [Budget Requested]  
**Set at \$500**
  
- XII. [AOC Staff Support Requested]  
**Staffed by AOC**
  
- XIII. [Recommended Review Date]  
**N/A**

*Adopted: Mo/Day/Year*  
*Amended: Mo/Day/Year*



## Superior Court Judges' Association

### SCJA Criminal Law & Rules COMMITTEE CHARTER

- I. Committee Title: **SCJA Criminal Law & Rules Committee**
- II. Authorization: **SCJA Bylaws Article X, RCW 2.16.010**
- III. Committee Charge: **Examination and study of criminal law proposed legislation; recommendations of criminal law statutory improvements, study and recommendation re: criminal court rule proposals. Recommendations on legislation are passed on to SCJA Legislative Committee. Recommendations on court rules are passed on to SCJA Board.**
- IV. Policy area: **Substantive and Procedural Criminal Law**
- V. Expected deliverables or recommendations: **See III; semi-annual written report to SCJA Board of Trustees.**
- VI. Membership: **Members are selected by the President-Judge.**
- VII. Term Limits: **Terms are one year, renewable at the discretion of the President-Judge**
- VIII. Other branch committees addressing the same topic: **None**
- IX. Other branch committees to partner with: **SCJA Legislative Committee**
- X. Reporting Requirements: **At Spring and Fall SCJA Business Meetings.**

XI. Budget Requested: **\$500**

XII. AOC Staff Support Requested: **AOC staffs this committee.**

XIII. Recommended Review Date: N/A



## Superior Court Judges' Association

### JUDICIAL EDUCATION COMMITTEE CHARTER

- I. **Title:** Superior Court Judges' Association (SCJA) Judicial Education Committee
- II. **Authorization:** The Superior Court Judges' Association Bylaws, Article X, create the Education Committee as a standing committee of the Superior Court Judges' Association. The committee reports to the Superior Court Judges' Association Board of Trustees, and are available to attend Board meetings upon request.
- III. **Charge:**
  1. Provide educational curricula for superior court judges and commissioners.
  2. Plan, promote, and present the Spring Conference and other education programs for superior court judges and commissioners.
  3. Plan, promote, and present the Judicial College program for newly elected or appointed superior court judges and commissioners.
  4. Recruit, educate, and train Association members to serve as faculty for judicial education programs.
  5. Maintain liaison with the Board for Court Education.
  6. Administer the Mentor/Mentee Judge Program.
  7. Administer the SCJA Education Scholarship Program.
  8. Submit written reports for Association business meetings.
- IV. **Policy Area:**
  - a. General Rule 26 (GR 26) Mandatory Continuing Judicial Education
  - b. Washington State Code of Judicial Conduct (CJC) Canon 1 & Canon 2
- V. **Deliverables:**
  1. Annual Spring Education Conference
  2. SCJA Education Curriculum
  3. SCJA Mentor/Mentee Judge Program
  4. SCJA Education Scholarship Program

- VI. **Membership:** Members of the Committee are appointed by the president for staggered, three-year terms. Members are eligible for reappointment at the option of the president. Membership is open to superior court judges and commissioners.
- VII. **Reporting Requirements:** The SCJA Education Committee reports twice annually to the Superior Court Judges' Association Board.
- VIII. **Budget:** \$5,000 for committee expenses and \$5,000 for scholarships

*Adopted: Mo/Day/Year*

*Amended: Mo/Day/Year*



## Superior Court Judges' Association

### SCJA EQUALITY AND FAIRNESS COMMITTEE CHARTER

- I. Committee Title:**  
Superior Court Judges' Association Equality and Fairness Committee
- II. Authorization:**  
Superior Court Judges' Association Bylaws Article X; RCW 2.16.010
- III. Charge or Purpose:**  
Maintain liaison with state Commissions concerned with issues of justice, gender, and diversity.  
  
Participate in the design of Association educational programs concerned with issues of diversity and gender.
- IV. Policy areas:**  
Racial and ethnic diversity, disproportionality, discrimination and bias.  
Gender diversity, discrimination and bias.
- V. Expected deliverables or recommendations:**  
Semi-annual reports to the SCJA
- VI. Membership:** Members are chosen by the SCJA President-Judge.
- VII. Term Limits:**  
Terms are one year and may be renewed indefinitely, at the pleasure of the SCJA President-Judge
- VIII. Other branch committees addressing the same topic:**  
Minority and Justice Commission  
Gender and Justice Commission  
DMCJA Diversity Committee
- IX. Other branch committees to partner with:**  
Minority and Justice Commission  
Gender and Justice Commission

DMCJA Diversity Committee

**X. Reporting Requirements (i.e. quarterly to the BJA):**  
Semi-annually to the SCJA.

**XI. Budget Requested:**  
The current budget is \$2,500.

**XII. AOC Staff Support Requested:**  
One (1) dedicated AOC staff person.

**XIII. Recommended Review Date:**  
N/A

*Adopted:*



## Superior Court Judges' Association

### FAMILY AND JUVENILE LAW COMMITTEE CHARTER

- I. **Title:** Superior Court Judges' Association Family and Juvenile Law Committee
- II. **Authorization:** The Superior Court Judges' Association Bylaws, Article X, create the Family and Juvenile Law Committee as a standing committee of the Superior Court Judges' Association. The committee reports to the Superior Court Judges' Association Board of Trustees, and is represented at most of the monthly Board meetings.
- III. **Purpose:** The SCJA Family and Juvenile Law Committee provides leadership and advocacy to assure a court system that is responsive, accessible and accountable. The committee reviews and recommends changes to family and juvenile substantive and procedural law. This includes legislative changes to the Juvenile Code, Domestic Relations Code, and Child Support Schedule. The FJLC monitors and reports on proposed changes to Juvenile Court Rules. The FJLC reviews and provides input to the Family Law, Juvenile Offender, and Juvenile Non-offender Benchbooks and also works towards greater consistency in local rules and procedures as appropriate. As directed by the co-chairs, the committee conducts site visits to Juvenile Rehabilitation Administration Institutions. The co-chairs also lead the Court Improvement Program (CIP) Steering Committee which oversees federal grant funding for improvements to dependency courts.
- IV. **Membership:** The President-Judge of SCJA appoints the members annually and also appoints the co-chairs. Members are eligible for reappointment at the option of the SCJA President-Judge serving at the time reappointment is considered. In addition to active superior court judicial officers; retired superior court judicial officers, court administrators, attorneys, and non-attorneys may be appointed to serve on the committee with the approval of the SCJA Board of Trustees. Such persons may be guests at any meeting of a committee, but shall have no voting rights. Tribal court judges shall also be appointed to serve as liaisons between SCJA FJLC and tribal courts.

- V. **Communication:** The SCJA Family and Juvenile Law Committee maintains liaisons with the Washington Association of Juvenile Court Administrators, Children’s Administration Advisory Committee, and the Court Appointed Special Advocate (CASA) Board of Directors. FJLC sponsors an annual meeting with Washington State Bar Association/Family Law Section Executive Committee to discuss family law issues. FJLC also sponsors a bi-annual vision retreat in conjunction with the Washington Association of Juvenile Court Administrators. Written committee activity reports are provided to the SCJA Board of Trustees at Spring and Fall Conferences.

*Adopted: Mo/Day/Year*

*Amended: Mo/Day/Year*



## Superior Court Judges' Association

### JUDICIAL ETHICS COMMITTEE CHARTER

I. [Committee Title (Budget and Funding, Legislative, Education, Policy and Planning)]  
**SCJA Judicial Ethics Committee.**

II. [Authorization (court rule, court order, by-law, statute or other (Pending Amendment to BJAR 3)]

**Superior Court Judges' Association Bylaw Article X establishes the Judicial Ethics Committee as a standing committee; RCW 2.16.010.**

III. [Charge or Purpose]

- **Maintain liaison with the Commission on Judicial Conduct and the Ethics Advisory Committee.**
- **Review and recommend changes in the Code of Judicial Conduct.**
- **Educate members of the judiciary on the Code of Judicial Conduct.**
- **Coordinate with the judicial assistance program at the WSBA, prepare a program statement, and assemble files of referral resources.**
- **Submit when report, as appropriate, for Spring and Fall Conferences.**

IV. [Policy area]

**Judicial ethics.**

V. [Expected deliverables or recommendations]

**Preparation for and participation in judicial campaign forums held biannually in even numbered years. Recommendations for improvements in the area of judicial ethics either in the Code of Judicial Conduct or in other pertinent court rules. Participation in education sessions on judicial ethics. Development of brochures for judicial**

**assistance programs and updating of pamphlet on handling of correspondence from pro se defendants.**

VI. [Membership]

**Varies depending on appointments made by the president-judge and Board of Trustees**

VII. [Term Limits]

**Subject to appointment annually by the SCJA President-Judge. No term limits as such.**

VIII. [Other branch committees addressing the same topic]

**Ethics Advisory Committee (GR 10) on judicial campaign forums and conference education sessions. Commission on Judicial Conduct for appointment of commission members and working on education sessions.**

IX. [Other branch committees to partner with]

**Ethics Advisory Committee (judicial campaign forums and education sessions), WSBA Lawyer Assistance Program (substance abuse and other mental health issues requiring assistance) and the Commission on Judicial Conduct (education sessions).**

X. [Reporting Requirements (i.e. quarterly to the BJA)]

**Fall and Spring Conference reports to the SCJA Board of Trustees.**

XI. [Budget Requested]

**\$500 is the traditional amount allocated but is generally not spent by the Committee.**

XII. [AOC Staff Support Requested]

**Professional staff with familiarity of judicial ethics issues and the Code of Judicial Conduct.**

XIII. [Recommended Review Date]

**Five years.**

*Adopted: Mo/Day/Year*  
*Amended: Mo/Day/Year*



## Superior Court Judges' Association

### SCJA LEGISLATIVE COMMITTEE CHARTER

- I. [Committee Title (Budget and Funding, Legislative, Education, Policy and Planning)]

**Superior Court Judges' Association Legislative Committee**

- II. [Authorization (court rule, court order, by-law, statute or other (Pending Amendment to BJAR 3)]

**SCJA Bylaws Article X; RCW 2.16.010**

- III. [Charge or Purpose]

**The SCJA Legislative Committee proposes, screens, tracks and responds to policy and funding initiatives that are considered by the State Legislature that impact the administration of justice. Each year the SCJA Legislative Committee proposes an agenda to the SCJA Board of Trustees. The Legislative Agenda includes requested advocacy on behalf of the Juvenile Court Administrators' Association.**

**The SCJA Legislative Committee takes positions on bills filed by the State Legislature, and advises legislators and staff of the SJCA's position on bills through the SCJA legislative liaison. The SCJA legislative committee might also propose amended bill language to legislators or staff.**

**During the interim, the SCJA Legislative Committee members represent the Association on committees or workgroups created by the Legislature.**

- IV. [Policy area]

- **Legislative matters that concern the superior courts**

- V. [Expected deliverables or recommendations]
- **Maintain Positions Taken Report on Inside Courts**
  - **Update Legislator Contact List annually**
  - **Create talking points before work sessions and hearings**
- VI. [Membership]  
**Membership is comprised of a chair (or two co-chairs) selected by the President-Judge, and the chairs of the SCJA committees.**
- VII. [Term Limits]  
**Terms are for the duration of the respective chairs' terms as chairs of their committees, with those terms being determined at the discretion of the President-Judge.**
- VIII. [Other branch committees addressing the same topic]  
**The SCJA Legislative Committee participates with the BJA Legislative Committee during the Legislative Session. The SCJA Legislative Committee records bill positions in the Judicial Branch's shared tracking system (Bill Tracker) weekly during the Legislative Session. The SCJA Legislative Committee works cooperatively with the District and Municipal Court Judges' Association on trial court issues, the Trial Court Advocacy Board, and is committed to communication amongst the judicial branch partners directly and through the legislative liaisons.**
- IX. [Other branch committees to partner with]  
**BJA Legislative Committee; DMCJA Legislative Committee**
- X. [Reporting Requirements (i.e. quarterly to the BJA)]  
**Annual Positions Taken Report (on Inside Courts); semi-annual written reports to the SCJA Board of Trustees**
- XI. [Budget Requested]  
**\$7,000 (in place)**
- XII. [AOC Staff Support Requested]  
**AOC provides staff support**
- XIII. [Recommended Review Date]  
**None**

*Adopted: Mo/Day/Year*  
*Amended: Mo/Day/Year*



## Superior Court Judges' Association

### PENSION AND BENEFITS COMMITTEE CHARTER

- I. [Committee Title (Budget and Funding, Legislative, Education, Policy and Planning)]  
**SCJA Pension and Benefits Committee**
  
- II. [Authorization (court rule, court order, by-law, statute or other (Pending Amendment to BJAR 3))]  
**SCJA Bylaws Article X; RCW 2.16.010**
  
- III. [Charge or Purpose]
  - **Review legislative changes to the judicial and public employees retirement systems;**
  - **Make recommendations on proposed legislative changes to the Legislative Committee and the Board of Trustees;**
  - **Consider proposals for the improvement of judicial retirement and benefits;**
  - **Liase with entities of the State of Washington and the federal government that develop policy or proposals concerning pensions and benefits**
  
- IV. [Policy area]  
**Judicial retirement pension and benefits**
  
- V. [Expected deliverables or recommendations]  
**Semi-annual report to SCJA Board of Trustees**
  
- VI. [Membership]  
**Chair and members volunteer and are appointed by the SCJA President-Judge.**

- VII. [Term Limits]  
**Terms are for one year, renewable at the discretion of the SCJA President-Judge.**
  
- VIII. [Other branch committees addressing the same topic]  
**DMCJA Salary and Benefits Work Group**
  
- IX. [Other branch committees to partner with]  
**DMCJA Salary and Benefits Work Group**
  
- X. [Reporting Requirements (i.e. quarterly to the BJA)]  
**Semi-annually to SCJA Board of Trustees**
  
- XI. [Budget Requested]  
**Set at \$1,000**
  
- XII. [AOC Staff Support Requested]  
**AOC staffs the committee**
  
- XIII. [Recommended Review Date]  
**N/A**

*Adopted: Mo/Day/Year*  
*Amended: Mo/Day/Year*



## Superior Court Judges' Association

### SCJA RURAL COURTS COMMITTEE CHARTER

- I. [Committee Title (Budget and Funding, Legislative, Education, Policy and Planning)]  
**Superior Court Judges' Association Rural Courts Committee**
  
- II. [Authorization (court rule, court order, by-law, statute or other (Pending Amendment to BJAR 3))]  
**SCJA Bylaws Article X; RCW 2.16.010**
  
- III. [Charge or Purpose]
  - **Review the impact of state-mandated programs, court rules and legislation on rural courts.**
  - **Review caseflow management in rural courts, including the relative benefits of state-operated programs versus locally-developed approaches.**
  - **Consider court administration unique to rural courts, including the concerns of multi-county judicial districts and the sharing of judicial resources.**
  - **Review the effect of canons of judicial conduct in rural courts.**
  - **Consider the administration of recusal/removal process in rural courts.**
  - **Consider enhancement of local/regional availability of resources in rural courts.**
  - **Develop means to assist rural judges in dealing with isolation, visibility and stress inherent in rural judicial service.**
  - **Develop minimum standards for rural courts for funding, staffing and court operations.**
  - **Review means to improve jury administration in rural courts.**
  - **Explore means to provide legal services for indigent litigants and affidavits for establishing indigency in rural courts.**
  - **Establish a clearinghouse for tried and proven procedures for rural courts.**
  - **Inquire into ways of representing the interests, improving the relationships in behalf of rural courts with local and state legislative**

and executive branches of local and state governments as well as the rest of the judicial branch.

- Address problems of conflicts between judges within judicial districts.
- Conduct an annual meeting at the Fall Judicial Conference with the DMCJA Rural Courts Committee.
- Submit written reports for the Spring and Fall Conferences.

IV. [Policy area]

**Court operations in rural areas**

V. [Expected deliverables or recommendations]

**Semi-annual written report to SCJA Board of Trustees**

VI. [Membership]

**Membership is comprised of a chair and judges and commissioners selected by the President-Judge.**

VII. [Term Limits]

**Terms are usually one year; chairs may serve longer at the discretion of the President-Judge.**

VIII. [Other branch committees addressing the same topic]

**None known to staff**

IX. [Other branch committees to partner with]

**Legislative committees**

X. [Reporting Requirements (i.e. quarterly to the BJA)]

**Semi-annually to SCJA Board of Trustees**

XI. [Budget Requested]

**Budget is set at \$500, with ability to increase as necessary**

XII. [AOC Staff Support Requested]

**AOC staffs the committee**

XIII. [Recommended Review Date]

*Adopted: Mo/Day/Year*

*Amended: Mo/Day/Year*



## Superior Court Judges' Association

### SCJA TECHNOLOGY COMMITTEE CHARTER

- I. [Committee Title (Budget and Funding, Legislative, Education, Policy and Planning)]  
**Superior Court Judges' Association Technology Committee**
  
- II. [Authorization (court rule, court order, by-law, statute or other (Pending Amendment to BJAR 3))]  
**SCJA Bylaws Article X; RCW 2.16.010**
  
- III. [Charge or Purpose]
  - **Identify needs and priorities for court information technology only as they relate to trial courts, and advise the SCJA concerning those needs and priorities.**
  - **Maintain a forum for discussion of technology developments in the trial courts including technologies that may be used in the trial courtroom and technology related legislation that may affect trial courtroom procedures.**
  - **Consider the advisability of preparing a website for the use and benefit of SCJA members; and develop and plan what information and services should be on the website. If the plan is feasible and the SCJA should decide to establish a website, then be responsible for building and maintaining that SCJA website.**
  - **Maintain liaison with the JIS Committee JISC-, and provide input to the Association's JISC representatives on policy issues.**
  - **Promote technology training for judges.**
  
- IV. [Policy area]  
**Superior court technology**

V. [Expected deliverables or recommendations]

**Semi-annual written report to SCJA**

VI. [Membership]

**Membership is determined by the SCJA President-Judge, based on applications for membership submitted by SCJA judges and commissioners.**

VII. [Term Limits]

**Terms are one year and may be renewed indefinitely, at the pleasure of the SCJA President-Judge.**

VIII. [Other branch committees addressing the same topic]

**DMCJA has a technology committee now in hiatus; it will be revisited in 2015. JISC touches on many issues in common with SCJA Technology Committee.**

IX. [Other branch committees to partner with]

**DMCJA Technology (when active); JISC**

X. [Reporting Requirements (i.e. quarterly to the BJA)]

**Semi-annually to the SCJA Board of Trustees.**

XI. [Budget Requested] **\$500; will be increased as needed.**

XII. [AOC Staff Support Requested] **AOC provides staff support**

XIII. [Recommended Review Date] **None**

*Adopted: Mo/Day/Year*

*Amended: Mo/Day/Year*



## Superior Court Judges' Association

### SCJA THERAPEUTIC COURTS COMMITTEE CHARTER

- I. [Committee Title (Budget and Funding, Legislative, Education, Policy and Planning)]  
**Superior Court Judges' Association Therapeutic Courts Committee**
  
- II. [Authorization (court rule, court order, by-law, statute or other)]  
**SCJA Bylaws Article X; RCW 2.16.010; Pending Amendment to BJAR 3**
  
- III. [Charge or Purpose]
  - **Make recommendations on proposed legislation to the SCJA Legislative Committee and Board of Trustees**
  - **Consider proposals for the authority of adult diversion programs**
  - **Liaise with stakeholders involved with therapeutic courts (WAPA, defense bar, treatment providers, DSHS DBHR, etc.)**
  - **Monitor mental health court rules and provide input to the Board of Trustees on proposed amendments**
  - **Liaise with the Washington State Association of Drug Court Professionals**
  
- IV. [Policy area]  
**Drug-related felonies, and substance abuse treatment and related services**
  
- V. [Expected deliverables or recommendations]  
**Semi-annual written reports to SCJA**
  
- VI. [Membership]  
**Membership is determined by the SCJA President-Judge, based on applications for membership submitted by SCJA judges and commissioners.**

- VII. [Term Limits]  
**Terms are one year and may be renewed indefinitely, at the pleasure of the SCJA President-Judge.**
- VIII. [Other branch committees addressing the same topic]  
**DMCJA Therapeutic Courts Committee**
- IX. [Other branch committees to partner with]  
**SCJA Legislative and Criminal Laws and Rules Committee**  
**DMCJA Therapeutic Courts Committee**
- X. [Reporting Requirements (i.e. quarterly to the BJA)]  
**Semi-annually to SCJA Board of Trustees**
- XI. [Budget Requested]  
**The current budget is \$500 with an increase request anticipated as the committee becomes more active and meets more frequently**
- XII. [AOC Staff Support Requested]  
**AOC provides staff support**
- XIII. [Recommended Review Date]  
**None**

*Adopted: Mo/Day/Year*

*Amended: Mo/Day/Year*



## Board for Judicial Administration (BJA)

### STANDING COMMITTEE CHARTER

#### **I. Title**

Supreme Court Budget Committee

#### **II. Authorization:**

Internal Rule III-1; RCW 2.04.180

#### **III. Purpose:**

Work with policy setting bodies to create overall state judicial branch budget direction. Establish the overall budget development, review and submittal process for state judicial branch agencies.

Communicate judicial branch budget priorities to the state legislature and, when necessary contact individual members regarding state judicial branch budget issues.

Review, modify, approve or deny annual and biennial budget requests submitted by the Supreme Court, State Law Library and Administrative Office of the Courts. Review, concur with or recommend changes to annual and biennial budget request submitted by the Court of Appeals, Office of Public Defense and Office of Civil Legal Aid. Transmit the state judicial branch budget to the legislature for consideration.

#### **IV. Policy:**

The Supreme Court Budget Committee will ensure that the branch budget submittal comports with the current economic environment, fits within the context of the judicial branch principle policy goals, budget priorities and direction set forth by the Board of Judicial Administration and other judicial branch policy and oversight bodies.

#### **V. Deliverables:**

Biennial and supplemental judicial branch budgets sent to the legislature for consideration.

#### **VI. Membership:**

Chair and members appointed by the Chief Justice.

- VII. Term:**  
Duration of appointment.

<b>Representative</b>	<b>Term/Duration</b>
Chief Justice Barbara Madsen	Discretion of the Wa. Supreme Court
Associate Chief Justice Charles W. Johnson	Discretion of the Wa. Supreme Court
Justice Susan J. Owens	Discretion of the Wa. Supreme Court
Justice Mary E. Fairhurst	Discretion of the Wa. Supreme Court
Justice Debra Stephens	Discretion of the Wa. Supreme Court

- VIII. Other branch committees addressing the same topic:**  
None.

- IX. Other branch committees to partner with:**  
BJA Budget and Funding Committee; BJA Legislative Committee; BJA Policy and Planning Standing Committee; Judicial Information System Committee (JISC); Trail Court Advocacy Board (TCAB)

- X. Reporting Requirements:**  
See Section V.

- XI. Budget Requested:**  
None.

- XII. AOC Staff Support Requested:**  
Director Management Services Division (MSD)  
AOC Comptroller  
AOC Court Budget Advisor  
AOC MSD Support Staff

- XIII. Recommended Review Date:**  
At the discretion of the Washington Supreme Court

*Adopted: August 29, 2014*

## **CJ Accountability Act**

### **Goals:**

- Oversee the quality control monitoring of state funded research-based programs in the juvenile courts; and
- Determine which researched based programs are implemented in the juvenile courts.
- Promote the expansion of research-based programs in the juvenile courts.
- Provide Information to the juvenile courts and agencies about research-based programs.

### **Committee Tasks:**

- Ensure that all research-based programs managed by the state's juvenile courts are delivered to youth and their families with high program fidelity.
- Participate in the selection process, provide performance feedback, and direct the work of the program quality assurance specialists.
- Review evaluation research on program applicable to juvenile court populations.
- Identify the proportion of juveniles served by research-based programs, and those not served, with the purpose of identifying additional programs that could be implemented.
- Determine which research based programs are to be evaluated.
- Determine research questions to be addressed for existing programs.
- Seek funding to expand the number of research-based programs for juvenile offenders.
- Overview the evaluation of any new research-based programs being implemented in Washington State for the first time.
- Participate, along with the center for court research, in the preparation of an annual reporting summarizing the outcomes of research-based programs, their "penetration rate" for juveniles, and potential expansion opportunities.

### **Communication Expectations:**

- The Committee shall operate by consensus, unless a vote is requested by a member. Only members who are present can vote (designees will not hold voting privileges).
- Members who have a conflict of interest, as determined by the committee or individuals with the conflict, will excuse themselves from voting.
- Minutes of each meeting shall be shared with the Committee membership and WAJCA via e-mail, following committee approval.

## **Finance Committee**

### **Purpose:**

- To monitor and provide oversight for the Association on all associated funding formulas.
- To analyze any funding issues that the Association may request.
- To provide guidance and direction to the Association on funding related issues.
- To provide training and education to the Association on funding formulas on a regular basis.
- To work on projects with other WAJCA Committees or organizations as required or needed.
- To conduct internal audits on WAJCA finances.

### **Communication Expectations:**

Under Article IV, Section 9 the Committee will take its direction from the incoming WAJCA President each year. The Committee will utilize the following process as a guide to organize, track,

and disseminate projects assigned to the Committee. A referral can be made by any WAJCA member to the President. The referral must be submitted in writing.

1. The WAJCA President passes the issue to the Finance Committee Chairs.
2. Finance Committee Chairs and the E-Board discuss the issue to determine if it is viable project.
3. The Finance Committee Chairs present the project to the full Committee to study and explore. The Committee develops an initial analysis for the WAJCA Membership and should include:
  - a. Who- who referred the issue
  - b. What- Clearly define and state the issue
  - c. Why- Identify the reasoning behind the request
  - d. When- estimate a timeline for the project including start date and duration
  - e. Resources- propose what structure is needed to address the project. i.e. subcommittees formed with other members or organizations
  - f. Impact- identify potential impacts of the project
4. Finance Committee sends its initial analysis to the E-Board. The E-Board presents the analysis to the WAJCA membership for review, comment, questions, concerns and recommendations.
5. Feedback is gathered and presented back to the Finance Committee for more analysis and development of recommendations. Finance Committee provides regular updates to the membership as necessary.
6. Recommendations are sent to the E-Board. The E-Board forwards the recommendations to the membership for any votes and adoptions of any changes.

## Legislative Committee

### Purpose Statement:

1. Support and enhance the legislative efforts of the SCJA
2. Encourage the most effective and beneficial use of public resources in the administration of juvenile justice, without encroaching on the legislature's authority to determine public policy
3. Inform the legislature of potential fiscal and operational consequences of bills, including the budget bill, from our perspective as juvenile justice practitioners

### Communication Expectation:

WAJCA Legislative Committee Co-Chair: Liaison to the SCJA Legislative Committee

WAJCA Legislative Committee Co-Chair: Liaison to the FJLC Legislative Committee

Date	Activity	Responsibility
September	Begin drafting Legislative Agenda	General Membership
November	Present Final Legislative Agenda	E-Board
December	Share Legislative Agenda with SCJA	Legislative Chairs/Lobbyist
January/February	Provide Update - Individual Legislator Contact	General Membership
June	Provide Update	General Membership

*\*\* During Session the WAJCA Legislative Committee meets weekly via telephone*

## Quality Assurance Committee

### **Purpose:**

The Quality Assurance Committee (QAC) is tasked with overseeing the provision of CMAP quality assurance on a local and statewide level.

### **Membership:**

The committee shall consist of statewide representatives as follows:

- a. Two Juvenile Court Administrators (JCA), who shall Co-chair the Committee. Additional JCAs may be appointed by approval of WAJCA
- b. At least seven Juvenile Court Probation Managers, representative of east-west and all sized counties
- c. Certified State Trainer
- d. WAJCA CMAP Coordinator

Vacated member positions will be filled by nominations by the current membership

### **Responsibilities:**

The Quality Assurance Committee will:

1. Provide vision and clearly defined direction for direction for statewide CMAP maintenance and improvement.
2. Identify and track measurable markers of implementation and adjust/refine direction as needed.
3. Remain informed on issues surrounding case management and use this knowledge to provide assessment of and recommendations for quality assurance and continuous process improvement to WAJCA.
4. Ensure Washington State CMAP guidelines.
5. Serve as a resource to Juvenile Court Administrators, Juvenile Court Probation Managers, State Trainers, and Quality Assurance Specialists.
6. Serve as an informational clearinghouse for training and research materials related to risk assessment and case management services to youth under the jurisdiction of Juvenile Courts in Washington State.
7. Provide direction and oversight to the CMAP coordinator.
8. Coordinate the development of CMAP software and recommend standardized outcome reporting mechanisms for courts.

## Strategic Planning and Education

### **Purpose:**

The purpose of the Education committee is to support the mission and vision of the WAJCA by providing mentoring and orientation for new JCAs, succession planning and stakeholder engagement. This will be accomplished by working with the Office of the Administrator for the Courts (AOC) and the Board for Court Education (BCE) to assess statewide training need and to provide a regularly scheduled education conference and curriculum each year. The Education Committee will explore innovative techniques, outside resources, and partnerships in order to maximize learning opportunities.

**Membership:** Committee membership is open to all WAJCA members.

**Communication Expectation:**

- Minutes taken at regularly scheduled (monthly) meetings will be shared with the E-Board (or WAJCA membership).
- Recommendations regarding on- going WAJCA educational needs will be submitted to the WAJCA E-Board for further discussion and ultimately to the membership for review, comments, questions and ultimately a vote if it is required.
- Create a board orientation for new JCAs to include a welcome by the President, overview of funding formulas, association structure, committee charters, draft meeting schedules, directories and assign a mentor.
- Inform and involve staff and external stakeholders, including users, of the court system of joint training opportunities.

**Juvenile and Corrections System (JCS) Advisory Committee****Purpose:**

The Juvenile and Correction System (JCS) Advisory Committee is tasked with addressing specific business and policy decisions for JCS functions and integrations within the implementation of the Odyssey Superior Court Case Management System (SC-CMS) on a local and statewide level.

**Membership:**

The committee shall consist of statewide representatives as follows (pilot/early adopter courts preferable):

Two JCAs – one will Chair

Two Probation Managers

Two Detention Managers

Two Data entry line staff managers

One AOC Staff representing JCS technical interests

Vacated member positions will be filled by nominations by the current membership

**Responsibilities:**

The JCS Advisory Committee will:

- Provide vision and clearly defined direction for policy and business decisions regarding JCS interaction with Odyssey.
- Remain informed on issues surrounding SC-CMS project and Odyssey interfacing with JCS from representatives for the Court User Work Group (CUWG), SC-CMS Steering Committee, and Judicial Information System Committee (JISC)
- Report back decisions to guide the project representatives and WAJCA.



August 21, 2014

Honorable Barbara Madsen, Chair  
Board for Judicial Administration  
Washington State Supreme Court

Honorable Kevin Ringus, Member Chair  
Board for Judicial Administration  
Fife Municipal Court

Dear Chief Justice Madsen and Judge Ringus:

I am writing as a follow-up to your letter of March 3, 2014 regarding several committees that are supported by the Administrative Office of Courts (AOC). A list of these committees is included below along with the status and requested information for those that are still active:

**3-Adult Static Risk Assessment (ASRA)** - This committee is a continuous committee at AOC and is currently chaired by Judges James Dixon and Mary Logan. It is staffed by Regina McDougall who estimates spending approximately 4-5 hours per week with this committee and related issues regarding evidence based sentencing (charter enclosed).

**6-Annual Judicial Conference Planning Committee** - This committee is also an ongoing and functioning group. The work of this committee in the future will be determined by the BJA Court Education Standing Committee. Currently there are two educators (Judith Anderson and Jesse Walker), one support person and one event coordinator that support this committee. It is estimated that it takes about 10 hours per week per person to coordinate this effort (charter and committee roster enclosed).

**15-BOXI Workgroup** - This is an informal process group that is ongoing and functioning. The members are a combination of AOC staff and superior, court of limited jurisdiction, and juvenile court users who review BOXI reports prior to publication in the statewide folders. They review the inventory of statewide reports that are on our website and assist in determining what information/reports are shared. Because this is an informal group there is no charter at this time (list of members enclosed).

**32-DOL/AOC Collaboration Group** - This committee is no longer active. The work of this committee was completed two years ago. It should be removed from the list.

Letter to Honorable Barbara Madsen and Honorable Kevin Ringus  
August 21, 2014  
Page 2 of 2

**44-JIS Accounting Group** - This workgroup is considered a part of the Judicial Information System Committee (JISC) and has been addressed in the information sent to you by Justice Mary Fairhurst, Chair of the JISC (charter enclosed).

**48-Law Library Workgroup** - This workgroup is no longer active. The work of this committee was completed last year. It should be removed from the list.

**58-Uniform Infraction Citation Committee** - This is an ongoing committee that is essential to AOC's function of prescribing and approving statewide infraction and criminal citation forms, as required in Court Rules CrRLJ 2.1 and IRLJ 2.1. It is currently staffed by Michelle Pardee and it takes an estimated 20% of her time monthly, except for April-June when her workload increases to approximately 45% due to changes in the forms that must be made and disseminated to interested parties (charter and roster enclosed).

I am sending this information to Shannon Hinchcliffe, Administrative Manager, for the Board for Judicial Administration so that the information here can be shared with the members of the BJA and in an effort to create a central repository for charter documents.

Please let me know if there is any additional information I can provide. Thank you.

Sincerely,



Callie T. Dietz  
State Court Administrator

Enclosures

cc: Ms. Shannon Hinchcliffe, AOC



## **Title: ADULT STATIC RISK ASSESSMENT OVERSIGHT COMMITTEE CHARTER**

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### **Purpose**

The Adult Static Risk Assessment (ASRA) Oversight Committee is responsible for providing court-level input on implementation and future development of the Adult Static Risk Assessment (ASRA) application. The Committee will make recommendations on how to sustain, improve, and evaluate the application. The Committee will track trends in criminal processing (sentencing and supervision) and participate in policy or funding developments related to Evidence Based Sentencing, based on the Risk, Needs, and Responsivity principles.

The ASRA provides one element of a system of Evidence Based Sentencing and Supervision. The Committee will advocate for development of compatible systems of offender management through assessment (risk and needs), case management, recidivism studies, development of evidence based interventions, and quality assurance. The ASRA Oversight Committee will work with the trial court judge and administrator associations and the Trial Court Advocacy Board to promote further developments of assessment, intervention, and evaluation.

As the ASRA was designed, it is an automated application that categorizes risk level information, specific to risk of violence and re-offense. Additional assessments that focus on risk domains that are under development could possibly be added as optional domains in future releases of the ASRA risk tool. The courts will work through the Oversight Committee to coordinate recommended modifications or additions to the application in accordance with the JIS governance rules.

Successful implementation of ASRA includes components of research, evaluation, and quality assurance. The Oversight Committee membership includes a research associate who will use the committee as an advisory group to target areas of implementation and methods to evaluate changes in practices after applying risk assessment.

### **Objectives**

The oversight committee will advise implementation and future development issues associated with the ASRA. The future objectives of this project are:

1. Monitor implementation as courts begin using the application
2. Respond to change requests from court users
3. Determine the most direct way to accomplish change requests
4. Define scope of research and evaluation of application data
5. Recommend development of additional domains
6. Oversee re-validation of application
7. Evaluate assessments to determine contribution to disparate impact in the justice system, and if so, how impact can be avoided or corrected
8. Propose and coordinate education to courts about ASRA and Evidence-Based Sentencing

### **Membership**

- Member representatives from both the SCJA and DMCJA
- AOC Trial Court Services Staff
- Liaison from ISD to advise on future assessment and technical development
- Research Association to conduct ongoing evaluation of implementation and quality assurance
- Staff from pre-trial departments, Misdemeanor Corrections Association
- Other as determined necessary by the co-chairs

### **Terms**

The terms are for two years and are renewable. The meetings will be every other month unless the co-chairs determine more frequent meetings are necessary. The associations select their representatives and the budget is provided by both the SCJA and DMCJA.

The Committee Charter will be reviewed at least every other year, or as directed by a chair.

### **Leadership**

The ASRA oversight committee will have co-chairs, one selected by the SCJA and the other selected by the DMCJA. The governance and development apply to the Superior Court and Courts of Limited Jurisdiction. The application can be used by both trial courts and the leadership from both organizations should influence the future and implementation of the application.

### **Approved by:**

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Judge James Dixon

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Date

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Judge Mary Logan

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Date

# Policies for the Annual Judicial Conference Planning Committee

## Name and Authorization

The name of the committee is the Annual Judicial Conference Planning Committee.

## Purpose

The purpose of the Annual Judicial Conference Committee is to provide yearly education related to the improvement of the judicial system and the administration of justice to the judges of the courts. RCW 2.56.060

## Membership

The Annual Judicial Conference Committee will consist of 11 members, who shall be selected by their Associations or Boards. The membership shall consist of the following groups and individuals:

### Proposed Membership and Terms

<b>Ex Officio</b> Chief Justice of the Supreme Court The Administrator of the Courts	<b>SCJA Representatives</b> Two members (two-year staggered terms)
<b>BCE Representatives</b> Two members (two-year staggered terms)	<b>DMCJA Representatives</b> Two members (two-year staggered terms)
<b>Appellate Representatives</b> Two members (two-year staggered terms)	<b>Tribal Court Representative</b> One member (two-year term) Alternate

### Term of Membership – Vacancies – Cessation of Membership Upon Termination of Office or Employment

All members, except the Chief Justice of the Supreme Court and the Administrator of the Courts, shall be appointed by their Associations for terms of two years. The terms shall commence on October 1 and expire September 30.

The terms of the members within a specific group will not expire in the same year. Each group must have at least one representative who is a member of their constituent's education committee.

### **Chair – Terms and Selection**

The Annual Judicial Conference Committee will approve one member of the Committee to serve as Chair. The Chair shall serve terms of one year and may serve consecutive terms of office.

The Chair shall preside at all meetings of the Annual Judicial Conference Committee and perform the duties usually incident to such office.

### **Committee Powers and Duties**

The Annual Judicial Conference Committee shall have the following powers and duties:

1. Plan, implement, coordinate, or approve education training at the Annual Judicial Conference.
2. Promote interjurisdictional education.

### **Meetings**

The Annual Judicial Conference Committee shall meet on a monthly basis via conference call, with two face-to-face meetings. The first meeting will be in January to review educational proposals, the second in September to review the Annual Judicial Conference.

## Annual Conference Planning Committee (2014-2015)

### MEMBERS

Ms. Calle Dietz  
Administrative Office of the Courts

### REPRESENTING

Ex Officio

Term: Continuous

Judge Theresa B. Doyle  
King County Superior Court

Superior Court Judges

Term Expires: September 2015

Judge Stephen J. Dwyer  
Court of Appeals, Division I

Court of Appeals Judges

Term Expires: September 2015

Commissioner Linda B. Kipling  
Island County District Court

District and Municipal Court Judges

Term Expires: September 2014

Judge Mary C. Logan  
Spokane Municipal Court

District and Municipal Court Judges

Term: September 2015

**MEMBERS**

Judge Dean S. Lum  
King County Superior Court

Term: September 2015

Chief Justice Barbara A. Madsen  
Washington State Supreme Court

Term: Continuous

**Justice Susan J. Owens - Chair**  
Washington State Supreme Court

Term Expires: Continuous

Judge Judith H. Ramseyer  
King County Superior Court

Term Expires: September 2015

Judge Tom Tomaine  
Kalispel Tribal Court

Term Expires: September 2015

**REPRESENTING**

Board for Court Education

Ex Officio

Supreme Court

Superior Court Judges

Tribal Court Judges

**MEMBERS**

Judge Lisa Worswick  
Court of Appeals Division II

Term Expires: September 2015

Ms. Judith M. Anderson  
Court Education Services  
Administrative Office of the Courts

Ms. Jesse Walker  
Court Education Services  
Administrative Office of the Courts

**REPRESENTING**

Court of Appeals Judges

AOC

AOC

AOC	County Clerks	Superior Court Admin.	Juvenile Dept.	District Court	Municipal Court
Charlene Allen	Cheryl Brown (Grays Harbor County)	Jeff Amram (Clark Co. Sup.Crt.)	Allyson Erickson (Pierce Juvenile)	Judge Marcine Anderson (King Co. District)	Lynne Campeau (Issaquah Municipal)
Tammy Anderson	Kim Morrison (Chelan County)		Angie Hollis (Skamania Juvenile)	Elsa Anderson (Pierce Co. District)	Cathy Pashon (Sumner Municipal)
Yun Bauer	Teri Nielsen (King County)		Toni Kirschenmann (Yakima Juvenile)	Larry Barker (Klickitat Co. Dist.)	Paulette Revoir (SeaTac Municipal)
Jon Bell	Tammie Ownbey (Pend Oreille County)		Margaret Martin (Spokane Juvenile)	Sandy Ervin (Okanogan Co. District)	Kathy Seymour (Bonney-Lake Municipal)
Charlotte Jensen			Carol Vance (Benton/Franklin Juvenile)	Cynthia Marr (Pierce Co. District)	Aimee Vance (Kirkland Municipal)
AJ Rex				Kris Thompson (Whitman Co. District)	
Tracy Wheeler					
Heather Williams					
Vicky Marin					



## Board for Judicial Administration (BJA)

### STANDING COMMITTEE CHARTER

I. Committee Title: AOC JIS Accounting Codes Committee

II. Authorization:

RCW 2.68.020; RCW 2.68.040; RCW 43.09.200; RCW 43.63.110; IRLJ 6.2

III. Charge or Purpose:

Develop and communicate Judicial Information System (JIS) revenue distribution codes to ensure monies are accounted for in accordance with state statute, local laws and court rule.

The AOC JIS Accounting Codes Committee analyzes legislation and local court requests and prepares documents needed to implement the changes in the JIS applications.

IV. Expected deliverables:

The committee regularly develops revenue distribution codes in conformance with standard practices and produces the documentation necessary to establish new or revised codes for entry into the Judicial Information System.

Representative	Term/Duration
Comptroller (MSD)	Position assignment, duration is ongoing
Budget Analyst (MSD)	Position assignment, duration is ongoing
JIS Maintenance (ISD)	Position assignment, duration is ongoing
JIS Business Analyst (JSD)	Position assignment, duration is ongoing
Customer Service (JSD)	Position assignment, duration is ongoing

V. Other branch committees addressing the same topic:

None.

VI. Other branch committees to partner with:

JIS Codes Committee (case codes)

VII. Reporting Requirements:

Send notifications of all JIS accounting code changes to Office of the State Treasurer, Attorney General's Office, AOC Maintenance and AOC Customer Services. In addition, the JIS Accounting Codes Committee is responsible for providing information about accounting code changes to the unit responsible for preparing JIS release notes that are distributed to the court users.

*Adopted: 08/01/2014*



## Uniform Infractions/Citation Committee Summary

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<b>Purpose:</b>	Review and revise standards, evaluate and recommend to AOC the approval, modification, or rejection of proposed forms and processes for citations and notices of infractions.
<b>Date created:</b>	Unknown
<b>Duration:</b>	Permanent
<b>Controlling authority:</b>	CrRLJ 1.5, IRLJ 2.1, and RCW 46.63.060. Statutes and Supreme Court rules specify certain minimum data elements.
<b>Composition:</b>	Representatives from law enforcement, courts, state agencies, prosecution, and defense
<b>Chair chosen by:</b>	AOC asks DMCJA to nominate a chair (which will become one of its representatives on the committee).
<b>Chair's term length:</b>	Two years. The chair may be appointed to serve successive terms.
<b>Nominating process:</b>	AOC requests nominations and appointments from DMCJA and other representative groups
<b>Member term length:</b>	Indefinite to maximize the benefit of members' historical knowledge.
<b>Members appointed by:</b>	AOC will ask organizations identified below to appoint representatives with consideration given to maintaining geographic diversity of membership.

Members:	Position (representing)	Member
	District and Municipal Court Judges' Association	2 members (one will chair committee)
	Seattle Municipal Court-judicial officer or court staff (cities over 400,000 in population)	1 member
	Department of Licensing	2 members
	District and Municipal Court Management Association	2 members
	Washington Association of Prosecuting Attorneys	1 member
	Washington Association of Sheriffs and Police Chiefs	1 member
	Washington Defender Association	1 member
	Washington State Association of Municipal Attorneys	1 member
	Washington State Patrol	1 member
	SECTOR Operations Management Team	1 member
<b>Meeting frequency:</b>	At least one meeting will be held each year after the legislative session, preferably in May. In-person meetings, email, or teleconferences will be used by the committee when discussing issues and making decisions, at the discretion of the Chair.	
	Meetings will be scheduled in such a manner as to minimize travel and other meeting-related expenses while maintaining the integrity of the committee process.	

<b>Budget:</b>	JSD, Court Services. Ideally, a budget should be allocated which would facilitate at least two teleconferences in one year. The Charter requires an annual meeting even if there are no requests or form changes to maintain the roster and discuss ongoing and emerging issues with forms and SECTOR technology. When the legislature deems it necessary to change an infraction and/or citation form, often times email is not sufficient to discuss in-depth issues.
<b>Staffed by:</b>	Senior Court Program Analyst Senior System Integrator involved with SECTOR
<b>Related links:</b>	

**Uniform Infraction and Citation Committee**  
 infractioncomm@listserv.courts.wa.gov  
 2014

**MEMBERS LIST**

<b>Name</b>	<b>Association/Agency Represented</b>	<b>Title or Agency Represented</b>
Judge Kevin G. Ringus, Chair	District and Municipal Court Judges' Association	Fife Municipal Court
Judge Karen Donohue	Seattle muni/cities over 400,000 in population	Seattle Municipal Court
Ms. Carla Weaver	Department of Licensing	PO Box 48001
Judge Glenn Phillips	District and Municipal Court Judges' Association	Judge Glenn M. Phillips Kent Municipal Court
Ms. Marcella Presler	District and Municipal Court Management Association	Douglas County District Court
Ms. Sandy Ervin	District and Municipal Court Management Association	Okanogan County District Court
Mr. Al Treacy	Washington Association of Prosecuting Attorneys	Marysville Assistant City Attorney
Chief Bill Drake	Washington Association of Sheriffs and Police	Orting Police Department
Mr. Les Tolzin	Washington Defender Association	

Ms. Roclo Guerra	Washington State Association of Municipal Attorneys	Olympia City Hall Assistant City Attorney
Ms. Pat Ramsdell	eTRIP Operation Managers Team	WSP Information Technology Division Application Support Unit Manager
Lt. Thomas Martin	Washington State Patrol	Washington State Patrol Field Operations Bureau Headquarters
Ms. Michelle M. Pardee	Administrative Office of the Courts (AOC)	
Kim Rader	Administrative Office of the Courts (AOC)	



## UNIFORM INFRACTION/CITATION COMMITTEE PRINCIPLES AND GUIDELINES

July 29, 2005

### I. Preamble

The Washington Legislature has provided for a system of uniform notices of infraction and citations. Statutes and Supreme Court rule specify certain minimum data elements. Additional data may be required if determined necessary by the Administrative Office of the Courts (AOC), which also prescribes the forms.

AOC utilizes the business knowledge and expertise of representatives from law enforcement, courts, state agencies, prosecution, and defense brought together as the Uniform Infraction/Citation Committee to develop and modify forms that meet the needs of a diverse user community.

The Uniform Infraction/Citation Committee adopts the following principles, standards and guidelines for citation and infraction forms in Washington:

### II. General Principles

#### ***A. Washington's system of uniform citations and notices of infraction facilitates***

- consistent expectations for citizens throughout the state consistent application of legal principles and processes
- complete and accurate data collection methods that satisfy the requirements of disparate stakeholders within the justice community
- prompt, efficient and consistent adjustments to address developing legal requirements
- efficient and accurate data entry at courts and DOL.

#### ***B. The availability of electronic collection and data transfer methods provides an opportunity for the Committee and AOC to re-evaluate the constraints on ticket forms and content.***

- C. AOC should balance the desire for uniformity with an openness to changes that can accommodate a variety of LEA models for data collection, transfer, and printing.**

### **III. Form Standards and Guidelines:**

- A. MODELS. AOC should apply consistent but adaptable standards to address three possible data collection models:**

1. LEA uses multi-part paper infraction and citation forms
2. LEA collects infraction and citation data electronically and transfers the data electronically to the court for filing
3. LEA collects infraction and citation data electronically but prints and files paper documents with the court.

- B. COMMITTEE'S ROLE. AOC should continue to assert its authority under RCW 46.63.060 to approve citation and notice of infraction forms used in Washington courts.**

1. AOC should continue to use the collective wisdom of stakeholders on the Uniform Infraction/Citation Committee
2. The Committee should be consulted or assembled as necessary to:
  - a) Review and revise standards
  - b) Evaluate and recommend approval, modification, or rejection of proposed forms and methods.

- C. MULTI-PART PAPER FORMS. The following guidelines and standards apply to multi-part paper ticket forms:**

1. The Committee must recommend approval of each statewide multi-part paper ticket form.
2. Multi-part paper ticket forms must be printed by the law enforcement agency in the approved format.
3. Multi-part paper ticket forms must comply with current printing specifications.

- D. ELECTRONIC CITATIONS AND INFRACTIONS. The following guidelines and standards apply to electronic citations and notices of infraction:**

1. AOC will approve and publish requirements for electronic data

transfer to the Justice Information System (JIS).

2. Proofs of printed notice of infraction and citation forms must be submitted to AOC for approval prior to use.
3. AOC will evaluate proofs of printed forms using the following criteria:
  - a) Data flow (right-to-left, top-to-bottom) should be generally consistent with that of the approved multi-part citation and notice of infraction forms. LEA ORI number may appear near the officer's signature block.
  - b) Content and appearance should be consistent with the printed multi-part citation and notice of infraction forms with the following exceptions:
    - (1) Field size may adjust to fit content
    - (2) Fields without data will appear as blanks on printed documents
    - (3) References to the position of attachments or objects may vary to accommodate different form layouts. For example,
      - (a) "For the amount listed on the front" may read "for the amount listed on the Notice of Infraction."
      - (b) "My report written on the back of this document or attached to this infraction" may read, "my report attached to this infraction."
    - (4) The penalty for each count on an electronic notice of infraction will be displayed in addition to the box for a total amount for all infractions. The total amount of all counts on the notice of infraction will be emphasized by bolding or boxing.
    - (5) The form of the officer's report is optional.
    - (6) Standard instructions, warnings, and hearing request forms may be printed below or beside the charging provisions of the document, or on a separate document so long as each printed page or segment of a ticket includes
      - (a) defendant's full name,

(b) defendant's birth date, and

(c) ticket number, including LEA.

(7) A citation or notice of infraction may allege up to five (5) violations.

(8) The citing officer's printed name and badge number will suffice as the officer's signature if the officer utilized a unique userid and password to create the citation or notice of infraction.

c) Citations, notices of infraction, and related documents that are printed by law enforcement for service on a defendant, filing with a court, or reporting to DOL must comply with the following size limitations:

**(1) Width:**

(a) Maximum: 8 1/2"

(b) Minimum: 4"

**(2) Length:**

(a) Maximum: 18"

(b) Minimum: 4"

**(3) Font:**

(a) Name: Tahoma, Arial, Sans Serif, or a similar style approved by the committee.

(b) Size: Minimum 8 points, or equivalent as measured in characters per inch.

4. A law enforcement agency that creates a citation or notice of infraction electronically but does not file the citation or notice of infraction electronically with the court must provide to the court at the time of case filing an approved Department of Licensing (DOL) Abstract of Court Record that is identical in dimensions, content and layout to the DOL copy of the AOC-approved multi-part paper ticket forms unless the court electronically transfers all required disposition data to DOL.

ADOPTED this 29th day of July, 2005.

  
\_\_\_\_\_  
Hon. James P. Swanger, Chair

**The Court of Appeals  
of the  
State of Washington**

**ANN SCHINDLER, JUDGE**



**September 2, 2014**

**Chief Justice Barbara Madsen  
Washington State Supreme Court**

**Judge Kevin Ringus  
Fife Municipal Court**

**Dear Chief Justice Madsen and Judge Ringus,**

**As the Chair of the Washington State Center for Court Research (WSCCR), I write in response to your letter concerning the Board of Judicial Administration (BJA) request to identify and define the core mission of WSCCR.**

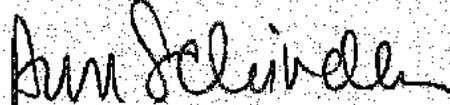
**In September 2004, the Washington State Supreme Court by Court Order established WSCCR within the Administrative Office of the Courts. I have attached a copy of the September 2004 Order. The Court Order describes the purpose of WSCCR and creates an advisory board to guide the activities of WSCCR. The Order recognizes the work of WSCCR as an integral and critical function of the judicial branch.**

**Since 2004, the judicial branch has recognized the need and the importance of evidence-based empirical research and analysis for purposes of obtaining support for judicial branch policies and programs. WSCCR has also established a national reputation for its work, including an award for its work with the MacArthur Foundation and the juvenile justice Models for Change Project. Consequently, the requests for research have significantly increased, resulting in the need to revise the Supreme Court Order in order to establish a strategic oversight committee to set priorities for research projects. I have attached a copy of the proposed revised order. The Supreme Court is scheduled to consider the revisions to the order at the en banc meeting on October 9.**

September 2, 2014  
Page 2

If you have questions, please do not hesitate to contact me at \_\_\_\_\_ or \_\_\_\_\_

Sincerely,



Ann Schindler  
Judge, Washington State Court of Appeals, Division I  
Chair, Advisory Board, WSCCR

cc: Shannon Hinchcliffe, Coordinator, BJA  
Dr. Carl McCurley, Manager, WSCCR

Enclosures

# THE SUPREME COURT OF WASHINGTON

IN THE MATTER OF THE ESTABLISHMENT OF )  
THE WASHINGTON STATE CENTER FOR )  
COURT RESEARCH )  
\_\_\_\_\_ )

ORDER  
NO. 25700-B-440

WHEREAS, the Washington State Constitution establishes the judicial system as an equal, independent branch of government;

WHEREAS, preserving the independence of the judicial branch requires that the judiciary develop policy based upon sound and informed research;

WHEREAS, independent, objective and informed research enables the judiciary to participate as an equal partner in government affairs;

WHEREAS, the Administrative Office of the Courts pursuant to statute is required to "compile statistical and other data and make reports of the business transacted by the courts" and "examine the administrative methods and systems employed in the offices of the judges, clerks, stenographers, and employees of the courts and make recommendations, through the chief justice, for the improvement of the same";

WHEREAS, the Supreme Court and other judicial branch leaders rely upon objective and informed research to reach major policy decisions;

WHEREAS, there is a need to recognize the value of independent judicial branch research conducted by the Administrative Office of the Courts;

AND FURTHER, there is a need to provide for a mechanism to evaluate and respond to executive and legislative branch research affecting the operation of the judicial branch;

Now, therefore, it is hereby ORDERED

That a Washington State Center for Court Research within the Administrative Office of

FILED  
SUPREME COURT  
STATE OF WASHINGTON  
2009 SEP - 9 P 11:37  
B. C. SHERITT  
CLERK

461/145

2.  
ORDER

the Courts be established to provide objective and informed research for the judicial branch, to review and comment on court system related research conducted by the legislative and executive branches, and to communicate findings to the judiciary.

An advisory board for the Washington State Center for Court Research shall be established by the Supreme Court. The advisory board shall guide the Center's activities and make regular reports to the Supreme Court. The Chief Justice of the Washington Supreme Court shall appoint the members of the advisory board and designate the chair of the advisory board from among the members, all of whom shall serve for three year, staggered terms. Membership of the advisory board shall include:

- Appellate Court Judicial Officer (1)
- Trial Court Judicial Officer (3)
- County Clerk (1)
- Trial Court Administrator (2)
- Washington State Bar Association (2)
- State Court Administrator (1)
- Academic Researcher (1)
- Executive or Legislative Branch Researcher (1)

DATED at Olympia, Washington this 9th day of September 2004.

J. Johnson  
M. Magdalen, J.  
S. ...  
J. Ireland, J.

Alexander, C. J.  
Bridges, J.  
Chambers, J.  
Curran, J.  
Fairhurst, J.

# THE SUPREME COURT OF WASHINGTON

IN THE MATTER OF THE ESTABLISHMENT OF )  
THE WASHINGTON STATE CENTER FOR )  
COURT RESEARCH )  

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**ORDER**  
NO. 25700-B-

WHEREAS, the Washington State Constitution establishes the judicial system as an equal, independent branch of government;

WHEREAS, preserving the independence of the judicial branch requires that the judiciary develop and adopt policies based upon sound and informed research;

WHEREAS, independent, empirical and informed research enables the judiciary to analyze and improve court operations, processes, and programs to ensure equal justice, and participation as an equal partner in government affairs;

WHEREAS, the Administrative Office of the Courts pursuant to statute is required to "compile statistical and other data and make reports of the business transacted by the courts" and "examine the administrative methods and systems employed in the offices of the judges, clerks, stenographers, and employees of the courts and make recommendations, through the chief justice, for the improvement of the same";

WHEREAS, the Supreme Court and other judicial branch leaders rely upon empirical and informed research to reach major policy decisions;

WHEREAS, there is a need to recognize the value of independent judicial branch research that is conducted by the Washington State Center for Court research as an integral function of the judicial branch;

AND FURTHER, the need to provide for a mechanism to evaluate and respond to executive and legislative branch research affecting the operation of the judicial branch;

Now, therefore, it is hereby ORDERED

That a Washington State Center for Court Research within the Administrative Office of the Courts is established to provide objective and informed research for the judicial branch, to conduct empirical research necessary to analyze court operations, processes, and programs, and to facilitate strategic planning and the adoption of resolutions, and to review and comment on court system related research conducted by the legislative and executive branches, communicate research findings to the judiciary, and improve equal justice..

An advisory board for the Washington State Center for Court Research is established by the Supreme Court. The advisory board shall help guide the Center on research and project design and facilitate coordination and communication with stakeholders.. The Chief Justice of the Washington Supreme Court shall appoint the members of the advisory board and designate the chair of the advisory board from among the members, all of whom shall serve for three year, staggered terms. Membership of the advisory board shall include:

- Appellate Court Judicial Officer (1)
- Superior Court Judicial Officer (1)
- District or Municipal Court Judicial Officer (1)
- Superior Court Administrator (1)
- Juvenile Court Administrator (1)
- District or Municipal Court Administrator (1)
- Academic Researcher (2)
- Executive Branch or Legislative Researcher (1)

A strategic oversight committee for the Washington State Center for Court Research shall be established to meet annually to set priorities for research projects. Additional meetings shall be scheduled at the request of the advisory board chair.. The Chief Justice of the Washington

Supreme Court shall appoint the members of the oversight committee and designate the chair of the committee from among the members. The Chief Justice shall designate the term for the oversight committee members. Membership of the advisory board shall include:

Chief Justice of the Supreme Court  
Appellate Court Judicial Officer (1)  
Current Superior Court Judges Association President (1)  
Current District and Municipal Court Judges Association President (1)  
State Court Administrator (1)  
Judicial Information System Committee Chair (1)  
Commission on Children in Foster Care Co-Chair (1)  
Gender and Justice Commission Co-Chair (1)  
Minority and Justice Commission Co-Chair (1)  
WSCCR Advisory Board Chair (1)

DATED at Olympia, Washington this \_\_\_\_\_ day of September 2004.