Proposed Amendments for JISC Bylaws—June 25, 2021

JIS Committee (JISC)

Bylaws

JUDICIAL INFORMATI0N SYSTEM COMMITTEE
BYLAWS
As amended September 6, 2013

Article One - Membership

Section 1: Members of the Judicial Information System Committee shall be appointed by the Chief Justice in accordance with the Judicial Information System Committee Rules (JISCR).

Section 2: The Committee by the adoption of a motion may designate ex-officio members. Ex-officio members shall not vote.

Article Two - Officers

Section 1: In accordance with JISCR 2(c) the Supreme Court Justice shall be the chair and the members of the committee shall elect a vice-chair from among the members who are judges.

Section 2: The chair, in addition to any duties inherent to the office of chair, shall preside at each regular or special meeting of the committee, sign all legal and official documents recording actions of the committee, and review the agenda prepared for each meeting of the committee. The chair shall, while presiding at official meetings, have full right of discussion and vote.

Section 3: The vice-chair shall act as chair of the committee in the absence of the chair.

Article Three - Meetings

Section 1: Regular meetings of the committee shall be held bi-monthly pursuant to schedule available through the Administrative Office of the Courts. The chair may, at his or her discretion, cancel a meeting. Meetings of the committee and all standing or special committees may be held by teleconference, videoconference, or any technology that allows all persons participating to hear each other at the same time.

Section 2: The chair may call a special meeting at any time. Notice of a special meeting must be given at least twenty-four hours before the time of such meeting as specified in the notice. The notice shall specify the time and place of the special meeting and the business to be transacted.

Section 3: Agenda - The agenda for all regular meetings of the committee shall be recommended by the ISD Director and approved by the chair.

Section 4: Records of Committee Action - All business transacted in official committee meetings shall be recorded in minutes and filed for reference with the Administrative Office of the Courts. A staff member from the Administrative Office of the Courts must attend all regular and special meetings of the committee, and keep official minutes of all such meetings. Official committee minutes will be distributed in a timely manner to all members and persons who request copies on a continuing basis.

Section 5: Parliamentary Procedure - Eight members of the committee shall constitute a quorum, and no action shall be taken by less than a majority of the committee members present. In questions of parliamentary procedure and other relevant matters not specifically provided for in these bylaws, the actions of the committee shall be conducted according to Robert's Rules of Order, newly revised.

Section 6: The chair shall have the right to limit the length of time used by a speaker for the discussion of a subject. Nonmembers may speak if recognized by the chair.

Article Four - Fiscal Matters

Section 1: Expenses - Members shall be compensated for necessary travel expenses to attend meetings of the JIS Committee, its Executive Committee, and the Data Dissemination Committee according to State of Washington travel regulations.

Article Five - Amendments

Section 1: Bylaws of the committee may be amended by majority vote of the committee provided such changes are proposed at least one meeting prior to the meeting at which the vote is taken. Bylaws may be revised by unanimous vote of the membership of the committee at the same meeting at which the revision is originally proposed.

Article Six - Executive Committee

Section 1: Purpose - The Judicial Information System Committee's (JISC) Executive Committee is created to act on behalf of the entire JISC regarding those matters specified herein between regular JISC meetings. It shall be the objective of the Executive Committee to facilitate communication among JISC standing committee chairs, ISD management, and the JISC chair; to improve the quality of work done by the JISC; and to serve as a voice of the user community on JIS issues.

Section 2: Powers and Responsibilities - The Executive Committee shall ~~have the power and responsibility to act only on the following matters~~:

1. Act on behalf of the entire JISC in an emergency if, in the discretion of the chair, it is impractical to hold a special meeting of the JISC.
2. Provide advice and consultation to JISC chair, as needed.
3. Facilitate communication with their respective associations.
4. ~~Review and approve JIS budget requests for submission to the legislature.~~
5. ~~Review and recommend for submission to the full committee recommendations on governance and other policy matters.~~
6. ~~Offering advice, oversight, and consultation to ISD management.~~
7. ~~Representing the JISC in communications with the legislature and, as needed, with other interested groups.~~
8. ~~Other powers as assigned by the JISC.~~

Section 3: Composition and Leadership - The Executive Committee membership shall consist of the following drawn from the membership of the JISC:

- The JISC Chair
- The JISC Vice Chair
- The AOC State Court Administrator ~~for the Courts~~
- The following members appointed by the JISC Chair:

  - A county clerk ~~appointed by the JISC Chair~~
  - A court administrator from the superior courts
  - A court administrator from the courts of limited jurisdiction
  - One judge each from the court of appeals, the superior courts and the courts of limited jurisdiction, provided that the vice-chair shall be deemed the judge representing their level of court on the executive committee.

The JISC Chair shall be the Executive Committee Chair.

Section 4: Voting - Each member of the Executive Committee is entitled to one vote. Members present shall be a quorum. Majority vote shall decide all issues.

Section 5: Meetings - Meetings of the Executive Committee shall be called by the Chair of the JISC as needed**.**

Article Seven - Data Dissemination Committee

Section 1: Purpose - The Judicial Information System Committee's (JISC) Data Dissemination Committee is created to act on behalf of the entire JISC to address issues with respect to access to the Judicial Information System and the dissemination of information from it.

Section 2: Powers and Responsibilities - The Data Dissemination Committee shall have the power and responsibility to act only on the following matters:

1. Review and act on requests for access to the JIS by non-court users in cases not covered by existing statute, court rule or JIS policy.
2. Hear appeals on administrative denials of requests for access to the JIS or for dissemination of JIS data.
3. Recommend to the JIS Committee policy on access to the JIS.
4. Recommend to the JIS Committee changes to statutes and court rules regarding access to court records.
5. Request written opinions of the Washington State Office of the Attorney General through the State Court Administrator on questions of law related to access to and dissemination of JIS data.
6. Other powers as assigned by the JISC.

Section 3: Composition and Leadership - The Data Dissemination Committee membership shall consist of the following drawn from the membership of the JIS Committee, appointed by the JISC Chair:

- The JISC Vice Chair
- Two superior court judges
- Two court of limited jurisdiction judges
- A county clerk
- An appellate court representative
- A superior court or juvenile court administrator
- A member of the District and Municipal Court Management Association

The JISC Vice Chair shall be the Data Dissemination Committee Chair.

Section 4: Voting - Each member of the Data Dissemination Committee is entitled to one vote. Members present shall be a quorum. Majority vote shall decide all issues.

Section 5: Meetings - The Data Dissemination Committee shall meet bi-monthly. The chair may, at his or her discretion, cancel a meeting. The chair may call a special meeting at any time. Notice of a special meeting must be given at least twenty-four hours before the time of such meeting as specified in the notice. The notice shall specify the time and place of the special meeting and the business to be transacted.