



Board for Judicial Administration (BJA)

POLICY AND ACTION STANDING COMMITTEE CHARTER

I. Committee Title

Policy and Action Committee

II. Authority

Board for Judicial Administrative Rules (BJAR 3)

III. Charge or Purpose

The charge and purpose of the Policy and Planning Committee is to create and manage a process of engagement and coordination within the judicial branch around policy matters affecting the courts of Washington, to identify and analyze priority issues, and to develop strategies and action items to address those issues. In doing so the standing committee will work to advance the mission, vision and principal policy goals of the BJA.

The Policy and Planning Committee shall:

1. Create and maintain the BJA Strategic Initiative Process
 - a. Solicit proposals from the court community that address priority issues affecting the judicial system
 - b. Evaluate and rank proposals using established criteria
 - c. Draft recommendations for the BJA for adoption of initiatives
 - d. Manage the development of adopted initiatives into Task Forces or Work Groups to achieve the goals of the initiative
2. Identify actionable items that support the mission and goals of the BJA
 - a. Develop plans and implement projects generated from Judicial Leadership Summits
 - b. Gather information and prepare analysis and recommendation reports for emerging or urgent policy issues as *directed by the BJA*
 - c. Collaborate with justice partners to conduct short-term implementation projects related to policy research recommendations.
3. Present recommendations to the BJA for action or referral regarding priority issues.

4. Develop plan to address adequate funding issues as needed.
5. Maintain the BJA resolution process as outlined in the resolution guidelines listed in the member guide and on the BJA website.

IV. Policy Area

The committee is authorized to research and make recommendations regarding any area of policy affecting the courts of Washington which is within the plenary authority of the BJA.

V. Expected Deliverables or Recommendations

The Policy and Planning Committee will produce written and oral reports for committee work projects under Section III.

VI. Membership

The Chief Justice and Member Chair shall nominate for the Board's approval the chair and members of the committee. The chair will serve a two-year term and rotate between the SCJA and the DMCJA.

Committee members will be represented from the following and selected based on a process established by their respective associations or court level which considers demonstrated commitment to improving the courts, racial and gender diversity as well as geographic and caseload differences.

The Board for Judicial Administration, by majority vote of the representative members may appoint the following members:

Chief Justice

SCJA President-Elect

DMCJA president-Elect

one appellate court judge,

two superior court judges,

two district court or municipal court judges,

one member from Association of Washington Superior Court Administrators

one member from District and Municipal Court Management Association

one member from Washington Association of Juvenile Court Administrators

the Executive Director of The Washington State Bar or designee, and

one at-large member (optional).

All members of the Policy and Planning Committee shall be voting members regardless of voting status on the full body.

VII. Terms

The terms of committee members shall not exceed two years. The Board may reappoint members of the committee to one additional term. The terms of the SCJA President Elect and DMCJA President Elect shall coincide with their term and seat as President Elect of their organizations. The terms of BJA members shall coincide with their term and seat on the BJA. Terms will begin on July 1 and end on June 30.

VIII. Other Branch Committees Addressing the Same Topic

There are a number of existing committees within the branch created to address policy in specific subject matter areas or functions. The Policy and Planning Committee has a uniquely general assignment concerning any policy matter that affects the judicial branch. The Policy and Planning committee shall endeavor to coordinate efforts with other committees.

IX. Other Branch Committees with Which to Partner

The Policy and Planning Committee will conduct its work in consultation with the other standing committees of the BJA.

The Policy and Planning Committee will communicate and collaborate with other judicial branch committees and external justice agencies when necessary to achieve BJA goals.

Branch committees and entities include:

- Washington Supreme Court
- Court of Appeals
- Superior Court Judges' Association
- District and Municipal Court Judges' Association
- Washington Courts Center for Research
- Access to Justice Board
- Gender and Justice Commission
- Minority and Justice Commission
- Tribal State Court Consortium
- Office of Public Defense
- Office of Civil Legal Aid

Other entities include:

- Office of the Governor
- Washington State Legislature
- Washington State Bar Association
- Washington Association of Prosecuting Attorneys
- Washington Association of Criminal Defense Attorneys
- Washington State Association for Justice
- Washington State Association of Counties

- Association of Washington Cities
- Washington State Association for Municipal Attorneys
- Probation Associations

X. Reporting Requirements

The Policy and Planning Committee shall provide a monthly report of activities to the BJA manager and present to the BJA, status updates of ongoing projects and final and interim project reports.

XI. Duration/Review Date

The standing committee should be reviewed every three years to ensure that it is functioning consistent with its charge, producing deliverables and that the mission and goals of the BJA are being advanced. The first review should occur in 2018 and reoccur every three years thereafter.

Adopted: July 18, 2014

Amended: September 19, 2014

September 18, 2015

March 18, 2016

May 18, 2018

November 16, 2023