

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

2 **Intent:**

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

7 **Applicability:**

- 8 This rule shall apply to the judiciary.

9 **Statement of the Rule:**

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

32 process preclude full discussion of the issues by the Council, the Committee may endorse
33 or oppose the legislation, take no position or offer amendments on behalf of the Council.

34 (5) Members of the executive committees must be members of the Council. Each executive
35 committee shall consist of at least three members appointed by the Council to serve at its
36 pleasure. The members of the Policy and Planning Committee and the Liaison Committee
37 shall elect their respective chairs annually and select a new chair at least once every two
38 years.

39 (6) Each committee shall meet as often as necessary to perform its responsibilities, but a
40 minimum of four times per year. Each committee shall report to the Council as necessary.

41 (7) The Administrative Office shall serve as the secretariat to the executive committees.

42 *Effective May/November 1, 20__*