

1 **Rule 7-101. Juvenile Court Board, Executive Committee and Council Representatives.**

2 **Intent:**

3 To establish a Board of Juvenile Court Judges.

4 To establish an Executive Committee of the Board.

5 To establish the authority and duties of the Board and the Executive Committee.

6 To establish the election procedure for Board members, Chair elect of the Board and the
7 Judicial Council representatives.

8 **Applicability:**

9 This rule shall apply to the Board of Juvenile Court Judges.

10 **Statement of the Rule:**

11 (1) Juvenile court board.

12 (1)(A) Establishment. There is hereby established a Board of Juvenile Court Judges.

13 (1)(B) Membership. The Board shall be composed of seven juvenile court judges
14 elected at the Annual Judicial Conference Juvenile Court business meeting by
15 sitting Juvenile Court Judges.

16 (1)(C) Representation. Representation from each judicial district shall be as follows:

17 (1)(C)(i) Five Board members from the Second, Third and Fourth Judicial
18 Districts with at least one representative from each District; and

19 (1)(C)(ii) Two Board members from the First, Fifth, Sixth, Seventh or Eighth
20 Districts.

21 (1)(D) Election. The juvenile court judges present at the annual business meeting shall
22 constitute a quorum. Nominations for board positions may be made by sitting
23 Juvenile Court Judges only. Nominations must come from the Judicial District or
24 Districts in which the vacancy exists. All sitting judges shall be entitled to vote for
25 all members of the Board.

26 (1)(E) Terms. The terms of the initial Board members shall be determined by lot, with
27 four members selected to serve three year terms and three members selected to
28 serve two year terms. Successors shall be elected for three year terms.

29 (1)(F) Vacancies. If a vacancy occurs for any reason on the Board between Annual
30 Judicial Conferences, the Board shall elect a replacement for the unexpired term

- 31 of the vacancy. In filling the vacancy, the Board shall adhere to and perpetuate
32 the District representation in effect at the time of the vacancy.
- 33 (2) Chair and vice chair.
- 34 (2)(A) Establishment. There shall be a Chair and Vice Chair of the Board.
- 35 (2)(B) Chair's term. The Chair shall serve a one year term beginning immediately after
36 the Annual Judicial Conference in the year following election as Vice Chair.
- 37 (2)(C) Responsibilities. The Chair shall preside over all meetings of the Board and the
38 Juvenile Court Judges Meeting at the Annual Judicial Conference, and perform
39 other duties as set forth in the Juvenile Court Act, this Code and as directed by
40 the Board.
- 41 (2)(D) Vacancy in office of chair. In the event that the Chair resigns or leaves the Board
42 for any reason, the Vice Chair shall become Chair, serving both the unexpired
43 term of the Chair and the full term as Chair.
- 44 (2)(E) Election. The Vice Chair shall be elected by the Board members at the
45 commencement of the first or second year of the Vice Chair's three year term on
46 the Board. The Vice Chair shall serve as Chair in the absence of the Chair or at
47 the request of the Chair.
- 48 (2)(F) Vice chair's term. The Vice Chair shall become Chair of the Board for a one year
49 term immediately following the Annual Judicial Conference next succeeding his
50 election as Vice Chair.
- 51 (2)(G) Vacancy in office of vice chair. In the event that the Vice Chair resigns or leaves
52 the Board for any reason, a new Vice Chair shall be elected by the Board from
53 among its members to serve the unexpired term of the Vice Chair and to succeed
54 as Chair as otherwise provided in this rule.
- 55 (3) Meetings of the board.
- 56 (3)(A) The Board shall meet a minimum of once every two months to transact any and
57 all business that is within its jurisdiction. This meeting shall be presided over by
58 the Chair of the Board or the Vice Chair in the absence of the Chair or at the
59 request of the Chair.
- 60 (3)(B) The Board shall rule by majority vote. All Board members have the right to vote.
61 Four members of the Board constitute a quorum.
- 62 (3)(C) The Board meetings shall be conducted in accordance with Roberts' Rules of
63 Order and this Code.

64 (3)(D) When a Board member is unable to attend a Board meeting, that member may
65 designate a juvenile court judge to attend the meeting on behalf of the absent
66 member. The substitute and the absent member must be from the same district
67 group identified by paragraph (1)(C) above. The substitute judge shall be
68 provided with a copy of the agenda and other meeting materials, may attend the
69 open and closed sessions of the meeting, and may participate in the discussion
70 of agenda items. The substitute judge may make motions and vote.

71 (4) Executive committee.

72 (4)(A) Membership. There is hereby established an Executive Committee of the Board.
73 The committee shall be comprised of three members: the Chair of the Board, the
74 Vice Chair and one member of the Board selected by the Board members to
75 serve at large.

76 (4)(B) Duties and responsibilities of the executive committee. The duties and
77 responsibilities of the Executive Committee are as follows:

78 (4)(B)(i) Assist the Board in establishing a planning capability in assessing and
79 projecting needs, resources, and policies.

80 (4)(B)(ii) Act as liaison with other agencies and parties who seek contact with
81 the Board.

82 (4)(B)(iii) Screen and reduce the number of matters presented to the full Board
83 for its consideration to ensure that all matters referred to it require full
84 Board consideration.

85 (4)(B)(iv) Review initiatives, proposals and questions that will be submitted to
86 the full Board to ensure that information is complete and in proper
87 form to facilitate expeditious handling by the Board.

88 (4)(B)(v) Assist the Administrative Office in staff work as assigned by the Board
89 where judicial guidance may be required in carrying out Board policy.

90 (4)(B)(vi) Consult with the Administrative Office on matters requiring immediate
91 attention or on matters needing judicial consideration but not requiring
92 full Board consideration.

93 (4)(B)(vii) Accomplish all other assignments as may be directed by the Board.

94 (5) Procedures of the board.

95 (5)(A) The Chair of the Board shall serve as Chair of the Executive Committee. When
96 the Chair of the Board is not available, the Chair elect shall act in the Chair's
97 behalf.

- 98 (5)(B) All action taken by the Executive Committee shall be reported to the full Board in
99 the form of minutes and reports and may be subject to ratification by the full
100 Board.
- 101 (5)(C) A time and date certain shall be established for Executive Committee meetings.
102 The juvenile court administrator or designee shall serve as secretariat to the
103 Committee.
- 104 (6) Judicial council representatives.
- 105 (6)(A) The Juvenile Court shall have ~~two~~three representatives on the Council, with no
106 two representatives serving from the same judicial district:-
107 (6)(A)(i) one from the Second, Third, or Fourth Judicial District;
108 (6)(A)(ii) one from the First, Fifth, Sixth, Seventh, or Eighth Judicial District; and
109 (6)(A)(iii) one serving at-large.
- 110 (6)(B) ~~The Juvenile Court judges shall elect representatives to the Council at the~~
111 ~~Annual Judicial Conference Juvenile Court business meeting in September in~~
112 ~~those years when the term of office for a Council representative expires. Timing~~
113 ~~of elections, and the process for filling vacancies, shall be conducted pursuant to~~
114 ~~Rule 1-201.~~ Nominations can be made by any sitting judge for any Council
115 representative. Voting shall be by all Juvenile Court judges present at the annual
116 business meeting. Those present at the business meeting will constitute a
117 quorum.
- 118 (6)(C) Council representatives shall serve staggered three-year terms, with one
119 Juvenile Court judge elected to the Council each year beginning October 1 of the
120 year in which elected.
- 121 ~~(6)(D) A vacancy in the Council position resulting from resignation, retirement or other~~
122 ~~reasons shall be filled by election at the next Board of Judges meeting. The term~~
123 ~~shall begin immediately and terminate at the next annual Judicial Conference~~
124 ~~when the judges elect a new representative for the unexpired term.~~