

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

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3 **Intent:**

4 To establish a Board of Juvenile Court Judges.

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6 To establish an Executive Committee of the Board.

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

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

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13 **Applicability:**

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

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16 **Statement of the Rule:**

17 **(1) Juvenile court board.**

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

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

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

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

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

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

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

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43 (1)(F) **Vacancies.** If a vacancy occurs for any reason on the Board between Annual
44 Judicial Conferences, the Board shall elect a replacement for the unexpired term of the
45 vacancy. In filling the vacancy, the Board shall adhere to and perpetuate the District
46 representation in effect at the time of the vacancy.

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48 **(2) Chair and vice chair.**

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50 (2)(A) **Establishment.** There shall be a Chair and Vice Chair of the Board.

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(2)(B) **Chair's term.** The Chair shall serve a one year term beginning immediately after the Annual Judicial Conference in the year following election as Vice Chair.

(2)(C) **Responsibilities.** The Chair shall preside over all meetings of the Board and the Juvenile Court Judges Meeting at the Annual Judicial Conference, and perform other duties as set forth in the Juvenile Court Act, this Code and as directed by the Board.

(2)(D) **Vacancy in office of chair.** In the event that the Chair resigns or leaves the Board for any reason, the Vice Chair shall become Chair, serving both the unexpired term of the Chair and the full term as Chair.

(2)(E) **Election.** The Vice Chair shall be elected by the Board members at the commencement of the first or second year of the Vice Chair's three year term on the Board. The Vice Chair shall serve as Chair in the absence of the Chair or at the request of the Chair.

(2)(F) **Vice chair's term.** The Vice Chair shall become Chair of the Board for a one year term immediately following the Annual Judicial Conference next succeeding his election as Vice Chair.

(2)(G) **Vacancy in office of vice chair.** In the event that the Vice Chair resigns or leaves the Board for any reason, a new Vice Chair shall be elected by the Board from among its members to serve the unexpired term of the Vice Chair and to succeed as Chair as otherwise provided in this rule.

(3) Meetings of the board.

(3)(A) The Board shall meet a minimum of once every two months to transact any and all business that is within its jurisdiction. This meeting shall be presided over by the Chair of the Board or the Vice Chair in the absence of the Chair or at the request of the Chair.

(3)(B) The Board shall rule by majority vote. All Board members have the right to vote. Four members of the Board constitute a quorum.

(3)(C) The Board meetings shall be conducted in an orderly and professional manner and in accordance with ~~Roberts' Rules of Order and~~ this Code.

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

(4) Executive committee.

100 (4)(A) **Membership.** There is hereby established an Executive Committee of the Board.
101 The committee shall be comprised of three members: the Chair of the Board, the Vice
102 Chair and one member of the Board selected by the Board members to serve at large.
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104 (4)(B) **Duties and responsibilities of the executive committee.** The duties and
105 responsibilities of the Executive Committee are as follows:
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107 (4)(B)(i) Assist the Board in establishing a planning capability in assessing and
108 projecting needs, resources, and policies.
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110 (4)(B)(ii) Act as liaison with other agencies and parties who seek contact with the
111 Board.
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113 (4)(B)(iii) Screen and reduce the number of matters presented to the full Board
114 for its consideration to ensure that all matters referred to it require full Board
115 consideration.
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117 (4)(B)(iv) Review initiatives, proposals and questions that will be submitted to the
118 full Board to ensure that information is complete and in proper form to facilitate
119 expeditious handling by the Board.
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121 (4)(B)(v) Assist the Administrative Office in staff work as assigned by the Board
122 where judicial guidance may be required in carrying out Board policy.
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124 (4)(B)(vi) Consult with the Administrative Office on matters requiring immediate
125 attention or on matters needing judicial consideration but not requiring full Board
126 consideration.
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128 (4)(B)(vii) Accomplish all other assignments as may be directed by the Board.
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130 **(5) Procedures of the board.**
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132 (5)(A) The Chair of the Board shall serve as Chair of the Executive Committee. When
133 the Chair of the Board is not available, the Chair elect shall act in the Chair's behalf.
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135 (5)(B) All action taken by the Executive Committee shall be reported to the full Board in
136 the form of minutes and reports and may be subject to ratification by the full Board.
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138 (5)(C) A time and date certain shall be established for Executive Committee meetings.
139 The juvenile court administrator or designee shall serve as secretariat to the Committee.
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141 **(6) Judicial council representatives.**
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143 (6)(A) The Juvenile Court shall have three representatives on the Council, with no two
144 representatives serving from the same judicial district:
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146 (6)(A)(i) one from the Second, Third, or Fourth Judicial District;
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148 (6)(A)(ii) one from the First, Fifth, Sixth, Seventh, or Eighth Judicial District; and
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150 (6)(A)(iii) one serving at-large.

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(6)(B) Timing of elections, and the process for filling vacancies, shall be conducted pursuant to Rule 1-201. Nominations can be made by any sitting judge for any Council representative. Voting shall be by all Juvenile Court judges present at the annual business meeting. Those present at the business meeting will constitute a quorum.

(6)(C) Council representatives shall serve staggered three-year terms, with one Juvenile Court judge elected to the Council each year.

| *Effective ~~June 22, 2020~~May 1, 2022*