

1 **Rule 1-205. Standing and ad hoc committees.**

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3 **Intent:**

4 To establish standing and ad hoc committees to assist the Council and provide recommendations on
5 topical issues.

6 To establish uniform terms and a uniform method for appointing committee members.

7 To provide for a periodic review of existing committees to assure that their activities are appropriately
8 related to the administration of the judiciary.

9 **Applicability:**

10 This rule shall apply to the internal operation of the Council.

11 **Statement of the Rule:**

12 **(1) Standing committees.**

13 (1)(A) **Establishment.** The following standing committees of the Council are hereby established:

14 (1)(A)(i) Technology Committee;

15 (1)(A)(ii) Uniform Fine Schedule Committee;

16 (1)(A)(iii) Ethics Advisory Committee;

17 (1)(A)(iv) Judicial Branch Education Committee;

18 (1)(A)(v) Court Facility Planning Committee;

19 (1)(A)(vi) Committee on Children and Family Law;

20 (1)(A)(vii) Committee on Judicial Outreach;

21 (1)(A)(viii) Committee on Resources for Self-represented Parties;

22 (1)(A)(ix) Language Access Committee;

23 (1)(A)(x) Guardian ad Litem Oversight Committee;

24 (1)(A)(xi) Committee on Model Utah Civil Jury Instructions;

25 (1)(A)(xii) Committee on Model Utah Criminal Jury Instructions;

26 (1)(A)(xiii) Committee on Pretrial Release and Supervision; and

27 (1)(A)(xiv) Committee on Court Forms.

28 **(1)(B) Composition.**

29 (1)(B)(i) The Technology Committee shall consist of one judge from each court of record, one justice
30 court judge, one lawyer recommended by the Board of Bar Commissioners, two court executives, two
31 court clerks and two staff members from the Administrative Office.

32 (1)(B)(ii) The Uniform Fine/Bail Schedule Committee shall consist of one district court judge who has
33 experience with a felony docket, three district court judges who have experience with a misdemeanor
34 docket, one juvenile court judge and three justice court judges.

35 (1)(B)(iii) The Ethics Advisory Committee shall consist of one judge from the Court of Appeals, one
36 district court judge from Judicial Districts 2, 3, or 4, one district court judge from Judicial Districts 1, 5, 6,
37 7, or 8, one juvenile court judge, one justice court judge, and an attorney from either the Bar or a college
38 of law.

39 (1)(B)(iv) The Judicial Branch Education Committee shall consist of one judge from an appellate
40 court, one district court judge from Judicial Districts 2, 3, or 4, one district court judge from Judicial
41 Districts 1, 5, 6, 7, or 8, one juvenile court judge, the education liaison of the Board of Justice Court
42 Judges, one state level administrator, the Human Resource Management Director, one court executive,
43 one juvenile court probation representative, two court clerks from different levels of court and different
44 judicial districts, one data processing manager, and one adult educator from higher education. The
45 Human Resource Management Director and the adult educator shall serve as non-voting members. The
46 state level administrator and the Human Resource Management Director shall serve as permanent
47 Committee members.

48 (1)(B)(v) The Court Facility Planning Committee shall consist of one judge from each level of trial
49 court, one appellate court judge, the state court administrator, a trial court executive, and two business
50 people with experience in the construction or financing of facilities.

51 (1)(B)(vi) The Committee on Children and Family Law shall consist of one Senator appointed by the
52 President of the Senate, one Representative appointed by the Speaker of the House, the Director of the
53 Department of Human Services or designee, one attorney of the Executive Committee of the Family Law
54 Section of the Utah State Bar, one attorney with experience in abuse, neglect and dependency cases,
55 one attorney with experience representing parents in abuse, neglect and dependency cases, one
56 representative of a child advocacy organization, one mediator, one professional in the area of child
57 development, one representative of the community, the Director of the Office of Guardian ad Litem or
58 designee, one court commissioner, two district court judges, and two juvenile court judges. One of the
59 district court judges and one of the juvenile court judges shall serve as co-chairs to the committee. In its
60 discretion the committee may appoint non-members to serve on its subcommittees.

61 (1)(B)(vii) The Committee on Judicial Outreach shall consist of one appellate court judge, one district
62 court judge, one juvenile court judge, one justice court judge, one state level administrator, a state level
63 judicial education representative, one court executive, one Utah State Bar representative, one
64 communication representative, one law library representative, one civic community representative, and
65 one state education representative. Chairs of the Judicial Outreach Committee's subcommittees shall
66 also serve as members of the committee.

67 (1)(B)(viii) The Committee on Resources for Self-represented Parties shall consist of two district court
68 judges, one juvenile court judge, ~~one~~two justice court judges, three clerks of court – one from an
69 appellate court, one from an urban district and one from a rural district – one member of the Online Court
70 Assistance Committee, one representative from the Self-Help Center, one representative from the Utah
71 State Bar, two representatives from legal service organizations that serve low-income clients, one private
72 attorney experienced in providing services to self-represented parties, two law school representatives, the
73 state law librarian, and two community representatives.

74 (1)(B)(ix) The Language Access Committee shall consist of one district court judge, one juvenile court
75 judge, one justice court judge, one trial court executive, one court clerk, one interpreter coordinator, one
76 probation officer, one prosecuting attorney, one defense attorney, two certified interpreters, one approved
77 interpreter, one expert in the field of linguistics, and one American Sign Language representative.

78 (1)(B)(x) The Guardian ad Litem Oversight Committee shall consist of seven members with
79 experience in the administration of law and public services selected from public, private and non-profit
80 organizations.

81 (1)(B)(xi) The Committee on Model Utah Civil Jury Instructions shall consist of two district court
82 judges, four lawyers who primarily represent plaintiffs, four lawyers who primarily represent defendants,
83 and one person skilled in linguistics or communication.

84 (1)(B)(xii) The Committee on Model Utah Criminal Jury Instructions shall consist of two district court
85 judges, one justice court judge, four prosecutors, four defense counsel, one professor of criminal law, and
86 one person skilled in linguistics or communication.

87 (1)(B)(xiii) The Committee on Pretrial Release and Supervision shall consist of two district court
88 judges, one juvenile court judge, two justice court judges, one prosecutor, one defense attorney, one
89 county sheriff, one representative of counties, one representative of a county pretrial services agency,
90 one representative of the Utah Insurance Department, one representative of the Utah Commission on
91 Criminal and Juvenile Justice, one commercial surety agent, one state senator, one state representative,
92 and the court's general counsel or designee.

93 (1)(B)(xiv) The Committee on Court Forms shall consist of one district court judge, one juvenile court
94 judge, one justice court judge, one court clerk, one appellate court staff attorney, one representative from
95 the Self-Help Center, the State Law Librarian, the Court Services Director, one member selected by the
96 Online Court Assistance Committee, one representative from a legal service organization that serves low-
97 income clients, one paralegal, one educator from a paralegal program or law school, one person skilled in
98 linguistics or communication, and one representative from the Utah State Bar.

99 (1)(C) **Standing committee chairs.** The Judicial Council shall designate the chair of each standing
100 committee. Standing committees shall meet as necessary to accomplish their work. Standing committees
101 shall report to the Council as necessary but a minimum of once every year. Council members may not
102 serve, participate or vote on standing committees. Standing committees may invite participation by others
103 as they deem advisable, but only members designated by this rule may make motions and vote. All
104 members designated by this rule may make motions and vote unless otherwise specified. Standing
105 committees may form subcommittees as they deem advisable.

106 (1)(D) **Committee performance review.** At least once every six years, the Management Committee
107 shall review the performance of each committee. If the Management Committee determines that
108 committee continues to serve its purpose, the Management Committee shall recommend to the Judicial
109 Council that the committee continue. If the Management Committee determines that modification of a
110 committee is warranted, it may so recommend to the Judicial Council.

111 (1)(D)(i) Notwithstanding subsection (1)(D), the Guardian ad Litem Oversight Committee, recognized
112 by Section 78A-6-901, shall not terminate.

113 (2) **Ad hoc committees.** The Council may form ad hoc committees or task forces to consider topical
114 issues outside the scope of the standing committees and to recommend rules or resolutions concerning
115 such issues. The Council may set and extend a date for the termination of any ad hoc committee. The
116 Council may invite non-Council members to participate and vote on ad hoc committees. Ad hoc

117 committees shall keep the Council informed of their activities. Ad hoc committees may form sub-
118 committees as they deem advisable. Ad hoc committees shall disband upon issuing a final report or
119 recommendations to the Council, upon expiration of the time set for termination, or upon the order of the
120 Council.

121 (3) **General provisions.**

122 (3)(A) **Appointment process.**

123 (3)(A)(i) **Administrator's responsibilities.** The state court administrator shall select a member of the
124 administrative staff to serve as the administrator for committee appointments. Except as otherwise
125 provided in this rule, the administrator shall:

126 (3)(A)(i)(a) announce expected vacancies on standing committees two months in advance and
127 announce vacancies on ad hoc committees in a timely manner;

128 (3)(A)(i)(b) for new appointments, obtain an indication of willingness to serve from each prospective
129 appointee and information regarding the prospective appointee's present and past committee service;

130 (3)(A)(i)(c) for reappointments, obtain an indication of willingness to serve from the
131 prospective reappointee, the length of the prospective reappointee's service on the committee, the
132 attendance record of the prospective reappointee, the prospective reappointee's contributions to the
133 committee, and the prospective reappointee's other present and past committee assignments; and

134 (3)(A)(i)(d) present a list of prospective appointees and reappointees to the Council and report on
135 recommendations received regarding the appointment of members and chairs.

136 (3)(A)(ii) **Council's responsibilities.** The Council shall appoint the chair of each committee.
137 Whenever practical, appointments shall reflect geographical, gender, cultural and ethnic diversity.

138 (3)(B) **Terms.** Except as otherwise provided in this rule, standing committee members shall serve
139 staggered three year terms. Standing committee members shall not serve more than two consecutive
140 terms on a committee unless the Council determines that exceptional circumstances exist which
141 justify service of more than two consecutive terms.

142 (3)(C) **Expenses.** Members of standing and ad hoc committees may receive reimbursement for
143 actual and necessary expenses incurred in the execution of their duties as committee members.

144 (3)(D) **Secretariat.** The Administrative Office shall serve as secretariat to the Council's committees.
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