

## **Rules and Procedures Governing the Board of Judicial Policy and Administration**

### **Rule 1. Supreme Court.**

In accordance with the Supreme Court's Order Establishing Board of Judicial Policy and Administration and Appointing Members, dated May 24, 2000, the superintending authority vested in the Wyoming Supreme Court by Article 5, Section 2 of the Wyoming Constitution is delegated to the Board of Judicial Policy and Administration.

### **Rule 2. District Courts.**

In accordance with the resolution of District Courts unanimously adopted in June 2001, the Wyoming District Courts delegate their administrative authority as established by Article 5, Section 1 of the Wyoming Constitution and W.S. 5-3-102(b) and 9-2-1002(c), except for the submission of budgets, to the Board of Judicial Policy and Administration.

### **Rule 3. Board of Judicial Policy and Administration.**

Pursuant to the Wyoming Constitution, the order of the Wyoming Supreme Court and the resolution of the Wyoming District Courts, the Board will exercise general superintending control over the judicial department for administrative, policy making and planning purposes.

### **Rule 4. Membership.**

The Board is composed of the following members: the Chief Justice of the Supreme Court and two justices of the Supreme Court; three district court judges; three circuit court judges; and one justice of the peace.

### **Rule 5. Terms of Members and Vacancies.**

The Chief Justice of the Supreme Court shall serve on the Board during tenure in that office. The other Board members shall be elected by their respective judicial divisions. Initial appointments shall be for staggered terms of one to three years. Thereafter, all appointments shall be for terms of three years, with the exception of the Chief Justice of the Supreme Court. Board members may serve successive terms. Elections to fill vacancies shall be held in May of each year. Vacancies may be declared by the Board because of the death, retirement, resignation, or nonattendance of a member at three meetings during a calendar year. If necessary, a member may attend by telephone.

#### **Rule 6. Responsibilities of Presiding Officer.**

The Chief Justice is the presiding officer of the Board. It is the responsibility of the presiding officer to preside at meetings of the Board and serve as chief spokesperson for the Board.

#### **Rule 7. Organization.**

The presiding officer shall preside at any meeting. In the chairperson's absence, the member with the most seniority in the judiciary shall act as the presiding officer. The presiding officer may appoint an executive committee, standing committees, and advisory committees at any time to assist the Board in carrying out its responsibilities. Existing Supreme Court committees may be designated as standing or advisory committees of the Board by order of the Chief Justice.

#### **Rule 8. Board Meetings.**

The Board of Judicial Policy and Administration shall act only at a meeting. The Board shall meet quarterly in March, June, September, and December or as otherwise agreed upon by the Board, but in any event no less than four times a year. Additional meetings may be called at the discretion of the presiding officer. Standing or advisory committee meetings may be called at the discretion of the committee chairperson. Meetings of the Board are open, except that the Board may meet in executive session to discuss personnel matters and litigation involving the judiciary.

#### **Rule 9. Reporter for the Board.**

The State Court Administrator shall be the executive secretary for the Board. It shall be the duty of the executive secretary to prepare and keep the minutes of all meetings. In the executive secretary's absence, the Board shall choose a member to record the minutes.

#### **Rule 10. Board Minutes.**

The minutes shall record the names of the members present, any and all actions taken by the Board, and any other matters that the Board may deem appropriate. Copies of the minutes shall be distributed as deemed appropriate by the Board and shall be filed in the office

of the Clerk of the Supreme Court as a public record.

**Rule 11. Actions and Voting.**

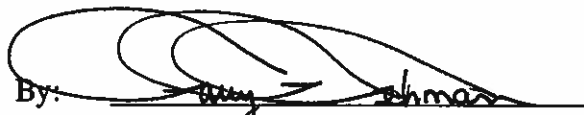
Seven members of the Board shall constitute a quorum. Once a quorum has been established, that quorum shall carry throughout the duration of the meeting. Approval by a majority of those voting shall constitute an action of the Board, except that a majority vote of five is required at any meeting where less than ten members are present. The Chairperson is a voting member of the Board. When ten members are present, a tie vote means that the matter voted on has failed adoption. A member may vote on specific issues by written proxy delivered to the Chairperson. A motion to reconsider can only be made by a Board member who voted on the prevailing side of an issue.

**Rule 12. Staff.**

Under the Chief Justice's direction, the State Court Administrator's office shall provide staff support for the Board.

Dated this 10th day of September, 2001.

Board of Judicial Policy and Administration

By:   
Chief Justice Lehman