



**National Association *for* Court Management**  
*Strengthening Court Professionals*

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# Operations & Procedures Manual

## **Purpose**

This manual describes the organization structure of the National Association for Court Management (NACM) and defines the procedures used by the association to carry out its mission.

This manual is intended to provide guidance to NACM's Officers, Directors, and those in positions of committee leadership in fulfilling the association's goals and duties and in planning for association activities and carrying out assignments.

Prior to the first Board meeting following the election of Officers and Directors, all should carefully review this manual to ensure it is current and accurate and that all assignments are allocated to appropriate individuals or committees. Board Members, through the Governance Committee, should document all revisions to the manual for historical reference purposes.

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## Background

The National Association for Court Management (NACM) was founded in August 1985 in Fort Worth, Texas, as a result of the consolidation of the National Association of Trial Court Administrators (NATCA) and the National Association for Court Administration (NACA). To preserve the history of the eventual founding of NACM, the following information is provided.

The National Association for Trial Court Administrators (NATCA) was founded in 1965 in Los Angeles, California, and was subsequently registered as a corporation in Denver, Colorado. Six Trial Court Administrators identified the need for a national organization concerned with the administration of justice at the trial court level, and these six charter members were the nucleus around which NATCA was established. The first annual conference of NATCA was held in Phoenix, Arizona, in April 1966 with a total of twenty court administrators in attendance.

The National Association for Court Administration (NACA) was founded in 1967 in Chicago, Illinois, after participation by several members of an American Bar Association Traffic Court Program sponsored by Jim Economos. The Association was dedicated to promoting efficient management techniques in the Courts of Limited Jurisdiction. Later, membership was opened to managers from all levels of the courts. NACA was incorporated in San Diego, California. The 95 Charter Members held their First Annual Conference in New Orleans, Louisiana, in 1968. The wheels were put in motion to consolidate the two organizations at the annual conference in 1983 in Reno, Nevada, when the two groups voted to establish a Merger Commission to work out the details of consolidating. Representatives of both Associations worked diligently and held several meetings before the final plan was presented and the final vote in favor of combining the two groups was cast in August 1984, in Boston, Massachusetts.

The two groups officially became known as the **National Association for Court Management (NACM)** in August 1985. The first conference was held in Las Vegas, Nevada.

## **Mission Statement**

The mission of the National Association for Court Management (NACM) is to develop proficient Court Managers with leadership skills and a commitment to excellence, to support the independence and interdependence of the judiciary with other branches of government, to provide efficient and customer-oriented justice, and to promote partner-based research.

## **Vision Statement**

The National Association for Court Management will continue to be a global leader in the achievement of an independent, interdependent, accessible and forward-looking Judicial Branch that is committed to excellence. NACM will provide outstanding service to its members through quality professional development, relevant publications, collegial fellowship and opportunities to participate in the organization. The core values of integrity, diversity, visionary leadership, innovation, and collaboration will be reflected through NACM.

## **Core Values**

Core values are fundamental beliefs that guide behavior and action. NACM's core values encompass basic principles for guiding NACM's performance as well as its internal and external relationships. NACM is the VOICE of the profession and succeeds by:

Vision – providing strategic focus on the advancement of the field of court administration

Organization – leading the association in the pursuit of collective goals

Implementation – taking action and following-through on strategic priorities

Communication – engaging the court community and justice partners

Ethics – demonstrating integrity and adhering to the highest ethical standards

## **Diversity, Equity, and Inclusion Mission**

NACM is nondiscriminatory and provides equal opportunity for participation in all areas of the Association. NACM respects the values and perspectives that diversity of experiences brings to our Association, leadership, and board. NACM will increase public awareness of the importance of diversity; increase the pipeline of historically underrepresented groups toward leadership within court administration; utilize a broad selection criteria and procedures in leadership advancement; and include historically underrepresented groups in the leadership selection process.

## **Diversity, Equity, and Inclusion Vision**

NACM is committed to a diverse, inclusive, and equitable environment where all board members, members, volunteers, and educators, regardless of race, ethnicity, color, age, gender identity, gender expression, sex, sexual orientation, national origin, disability, language, and socioeconomic status, are treated with dignity, feel respected and valued, and experience belonging.

## Diversity, Equity, and Inclusion Values

Ethics	Fostering
Respect	Perspective
Empathy	Cultivating
Listening	Collaborating
Understanding	Curiosity
Allyship	All Inclusive
Service	Partnering
Innovation	Engagement

### C-O-N-N-E-C-T-I-N-G

Ac**A**ction

In**L**usive

Co**L**laboration

Di**V**ersity

In**N**ovative

Engag**I**ng

**C**ommunity

**S**ervice

Ethic**S**



## **1.0 Membership Classifications and Discounts**

There shall be the following classifications of membership:

### **1.1 Regular Member**

Any person who works in a court or government setting, including in federal, state, municipal, or tribal courts (*e.g.*, serving as clerk of court, court administrator or in any court management or other court employee role, including as a judicial officer) may become a Regular Member upon the payment of dues. Regular Members may vote, hold office, and serve on committees.

### **1.2 Associate Member**

Any consultant or vendor or other person who is interested in the improvement of the administration of justice may become an Associate Member upon the payment of dues. Associate Members may not vote or hold office, but may serve on committees.

### **1.3 Student Member**

Any new member enrolled full or part-time in a degree program in the fields of court administration, business administration, public administration, law, criminal justice, or other related fields may become a Student Member upon the payment of dues. Once an individual joins the Association as a Student member, Student Member status may continue as long as proof of enrollment is provided annually. Student Members may not vote or hold office, but may serve on committees. An individual in the last phase of the ICM Fellows Program does not qualify for student membership.

### **1.4 Honorary Member**

Any person in the field of court administration whom the organization wishes to recognize for outstanding achievements may become a member in this class. A person becomes an Honorary Member after nomination by a Regular Member and a majority vote of the Board. Payment of dues shall not be required. Honorary Members may not hold office, but may vote and serve on committees.

### **1.5 Retired Member**

Upon retirement from the judicial system, any Regular Member in good standing is eligible for this class of membership upon the payment of dues. Retired Members may not hold office, but may vote and serve on committees.

### **1.6 Sustaining Member**

Any person, or persons, firm, or corporation interested in furthering the goals of this organization is eligible for this class of membership. Sustaining Members may not vote or hold office, but may serve on committees.

### **1.7 Membership Discounts and Programs**

The NACM Board has approved [membership discounts](#) for all regular members meeting the following criteria:

- A multi-year payment discount of \$15 per year of payment;
- A “Dual Membership” discount for those who are both members of NACM and a state/national/regional association. Dual Membership is subject to negotiation with state/national/regional associations.

## **1.8 Membership Fee Refund Policy**

Membership Fees: Membership fees are non-refundable for all membership categories, including dual memberships.

Exceptions: For regular and associate memberships only, you can request a partial refund of 100.00 if you cancel within 30 days of purchasing your membership at full price and have not used any discounts or benefits.

## **2.0 Organizational Structure of NACM**

### **2.1 Officers**

The officers of the Association are: President, President Elect, Vice President, Secretary/Treasurer and Immediate Past President.

### **2.2 Directors**

The Directors shall consist of nine (9) Regular members as defined in the [Bylaws](#). (Article V, Section 1).

The nine Regular members are to be elected by the members at the annual business meeting, to serve staggered three-year terms.

### **2.3 Board**

The Officers and Directors shall constitute the Board.

### **2.4 Committees**

In addition to the standing committees as defined by the [Bylaws](#), the President may establish other committees deemed advisable for the efficient and effective operation of the Association.

## **3.0 Conferences and Meetings of the Association**

### **3.1 Conferences**

The Association shall hold two conferences annually.

An annual conference shall be held during the summer, usually in July or August in conjunction with the required annual meeting of members. The site locations shall rotate across the country according to the four groups on the Rotation Chart.

A midyear conference may be held during the winter/spring, usually in February or March.

### **3.2 Board Meetings**

Pursuant to Article VI, Section 3 of NACM's [Bylaws](#), the board shall meet as follows:

The Board shall hold, at a minimum, four regularly-scheduled preferably in-person meetings in each conference

year (the conference year beginning in July and ending in June of the following year): A fall meeting will be held at the site of the following year's annual conference; one meeting immediately prior to the midyear conference of members, and two meetings, one immediately prior to, and one immediately following, the annual conference of members.

The Board shall also hold a minimum of three regularly-scheduled conference call meetings in each conference year. These are usually scheduled in September, January, and May; the schedule of the conference calls is at the discretion of the President.

Board members attending in-person meetings and conferences shall be reimbursed pursuant to the [Travel Reimbursement Policy](#) established by the Board.

Directors are not fully reimbursed by the Association for attendance at the board meetings conducted during the annual conference. Directors will receive a waiver of the conference registration fee; three night's hotel accommodations; and meals provided during board meetings and activities.

All Board meeting minutes will be posted on the [NACM website](#) as soon as practicable after approval.

### **3.3 NACM Business Meetings**

The Association shall hold an annual business meeting at the annual conference.

Special meetings of members may be called by the President with the approval of the Board or upon written demand by a majority of NACM members eligible to vote. Written notice stating the place, day and hour of any meeting of members and, in case of a special meeting, the purpose or purposes for which it is called, shall be emailed to each member not less than thirty (30) and not more than fifty (50) days in advance of such meeting.

## **4.0 Roles and Duties**

### **4.1 Officers**

All officers shall be elected at the annual business meeting of members. They must be Regular members of the Association. Their terms of office shall be one year, commencing at the close of the annual meeting at which they are elected and ending at the close of the following annual meeting.

Officers are members of the Speakers Bureau for NACM. The President may request any officer to attend a speaking engagement to [promote NACM](#). Funding for such travel may be available from NACM upon the approval of the President.

The Officers of NACM also have three other important functions and responsibilities:

1. Collectively, in cases of emergency and/or routine matters, they can and do function in place of the Board. Any such action shall be reported at the next Board meeting.
2. Each Officer has the responsibility of providing direction, assistance and training, if necessary, to the Officer who follows him/her.
3. Each officer shall provide support to the President and perform such duties as may be assigned to him/her by the President.

#### 4.1.1 President

##### Role Description:

The President is the Executive Officer of the Association. It is the President's responsibility to provide leadership; to exercise general supervision over Association affairs in accordance with the [Articles of Incorporation](#), the [Bylaws](#), the NACM [Strategic Plan](#) and this Operations and Procedures Manual; and to maintain liaison and coordination with NACM's Association Services team.

##### Duties:

1. Preside at regular and special meetings of the Association.
2. Preside at Board meetings.
3. Prepares agenda for regular and any special meetings.
4. Create special committees as the need arises and appoint committee chairpersons and regular committee members; assist with special committee reports and obtain any necessary action by committees and/or Board.
5. Maintain close contact with all officers, directors, and committee chairpersons; and keep all of the foregoing advised of Association activities and policies.
6. Appoint NACM members to Advisory Boards, Steering Committees, and other Boards when receiving such requests.
7. Attend meetings of other National Organizations to represent the interests of NACM and report to the Board about liaison activities. The responsibility of attending meetings may be delegated to other officers or members at the discretion of the President.
8. Consult with the conference chairperson in advance of the annual conference regarding agenda and meeting arrangements.
9. Regularly meet with newly-appointed board members to assist in the onboarding process.
10. Contact the NCSC for legislative information that could affect court management and bring such matters to the attention of the Board for appropriate action and policy decisions.
11. Prepare a status report prior to board meetings advising all officers and directors of association activities.
12. In coordination with NCSC's Government Relations Office staff, draft testimony and memoranda on subjects of interest to NACM, and testify or communicate with congressional committees and federal executive branch agencies, as needed.
13. Arrange for periodic meetings of NACM leaders with key funding agency officials (e.g., of the Executive Director of the State Justice Institute (SJI)).
14. Ensure that relevant NACM policy positions are communicated to relevant organizations (e.g., [NCSC](#), [CCJ](#), [COSCA](#)).
15. Continuously enhance NACM involvement in development of NCSC research, technical assistance, and educational programs and projects, and in project implementation including participation in advisory committees and as faculty for [NCSC/ICM educational programs](#).
16. Maintain NACM's role in shaping policies and directions of the Institute for Court Management (ICM), including continued representation of NACM Board members on the ICM Advisory Council.
17. Monitor progress toward achieving the goals and objectives of the [Strategic Plan](#), conduct a limited update of the [Strategic Plan](#) at periodic intervals (e.g., 3 years), and submit a report to the Board and membership.
18. Approve any non-budget item expense up to \$1,000 per item, up to \$3,000 total for the year.
19. Each year, NACM shall designate a set amount of funds in the annual budget as presidential Discretionary Funds.

The guidelines for the use of these funds are:

- A. Funds must be used for official NACM related expenses and not for personal or other uses;
- B. Expenditures should be for purposes of advancing NACM's mission through public relations and good will;
- C. Funds used in this category are for incidental and minor purchases and should be used conservatively; and

- D. The President, or at the President's discretion the NCSC Association Services, shall maintain a record of such expenditures during the term of office, which shall be maintained with NACM's financial records.

Prohibition of Use:

- A. Travel expenses for any person(s) not covered in the above section.
- B. Purchase of food and/or alcohol except as outlined above.
- C. Personal expenses that are not in accordance with or authorized by NACM policy.
- D. Any use that is deemed or could be perceived as personal in nature.

#### **4.1.2 President Elect**

Role Description:

It shall be the duty of the President Elect to assist the President in the discharge of the President's duties and, in the President's absence, to assume the full responsibilities of that office.

Duties:

1. Evaluate and maintain the professional standards of NACM.
2. As requested by the President, serve as liaison representative to other national organizations.
3. Perform specific duties, preferably in areas in which the President Elect has not been active before, to obtain experience which will be beneficial in the future as President.
4. Serve as Chairperson of the [Conference Development Committee](#), including overseeing the annual and midyear conference planning.
5. Secure the plaque (or gift) for the outgoing President at NACM's expense.
6. With the majority vote of the officers, may approve non-budget items up to \$1,000.00. The Board must approve any non-budget item over \$1,000.00.
7. Participate in officer and board conference calls.
8. Attend all board meetings.
9. Attend the annual and midyear conferences.

#### **4.1.3 Vice President**

Role Description:

It shall be the duty of the Vice President to assist the President Elect in the discharge of the President Elect's duties; and in the absence of the President Elect, to assume his/her full responsibilities and duties, as well as those pertaining to the office of the President, should the need arise.

Duties:

1. Serve as liaison representative to other national organizations, per President's request.
2. Serve on standing or ad hoc committees of the Association, per President's request.
3. With the majority vote of the officers, may approve non-budget items up to \$1,000. The Board must approve any non-budget item over \$1,000.
4. Serve as chairperson of the State Association Subcommittee of the Membership Committee, unless otherwise assigned by the President.
5. Serve as chairperson of the [Finance Committee](#), unless otherwise assigned by the President.
6. Serve as co-chairperson of the [Conference Development Committee](#), unless otherwise assigned by the President.
7. Conduct the Leadership Seminar for state association leaders at the annual conference, funding permitted.
8. Participate in Officer and Board conference calls.
9. Attend all Board meetings.
10. Attend the annual and midyear conferences.

11. Facilitate development and adoption of annual strategic priorities as part of the [Strategic Plan](#).

#### **4.1.4 Secretary/Treasurer**

##### Role Description:

The Secretary/Treasurer is the corresponding and recording officer of the Association and is also responsible for ensuring the accuracy of all financial matters. The Secretary/Treasurer has an important record-keeping responsibility and acts as a liaison between the organization and Association Services, to whom many of the Secretary/Treasurer's functions may be delegated.

##### Duties:

1. Make a record of the proceedings of the Association's annual meeting.
2. Attend the post-annual conference Treasurer Orientation session sponsored by NCSC.
3. Prepare a draft annual budget for consideration by the full Board. Ensure that annual operating budgets are prepared as part of the required financial reports. These budgets should be developed to support and advance the association's goals and objectives.
4. Monitor the budget throughout the year and regularly report NACM's financial condition to the full Board.
5. Prepare all documents related to the request for a project grant or grants to support education programming consistent with NACM's mission.
6. Monitor grants including review of quarterly reporting requirements.
7. Take minutes at all meetings of the Board (when Association Services is unavailable) and distribute them to all Board members and to Association Services as soon as practicable.
8. Advise the President of all official correspondence, and prepare and send all correspondence on behalf of the Association when directed by the President or Board.
9. Ensure that corporate reports required by state and federal statute are prepared and filed.
10. Ensure that an accurate record of membership of the Association is kept.
11. Ensure that the various NACM trademarks, copyrights, and service marks are renewed with the U.S. Patent & Trademark Office as required by filing an affidavit demonstrating continued use of the mark in interstate commerce.
12. Review all financial reports prepared by Association Services and report any discrepancies to the President.
13. Ascertain that all funds of the Association are deposited in the name of the Association in a bank designated by the Board.
14. Provide a financial report at the annual meeting showing all monies on hand at the beginning of the new term, monies received and expended, from whom and for what, during the past term. This function may be delegated to Association Services. The Secretary/Treasurer shall make the oral report to the membership at the annual meeting.
15. Maintain and oversee the NACM Investment Policy.
16. With the majority vote of the Officers may approve non-budget items up to \$1,000. The Board must approve any non-budget item over \$1,000.
17. Monitor documents of the Association posted on the NACM website. The original of the Association's minutes shall be retained as a permanent record by Association Services.
18. Assist the President and other officers of the Association in the discharge of their duties.
19. Participate in Officer and Board conference calls.
20. Attend all Board meetings.
21. Attend the annual and midyear conferences.
22. Serve as the Chairperson of the CORE® Committee, unless otherwise assigned by the President.
23. Unless otherwise assigned by the President, serve as the Chairperson of the [Conference Site Selection](#) Subcommittee, which includes site visits to geographic locations following the criteria in Appendix.
24. Act as liaison with the hotel to secure the meeting room, food and beverage and any onsite logistics for the Fall Board Meeting and/or any meeting for which the Association Services Representative is not in

attendance.

25. In conjunction with the President, consider Board requests for airfare that exceeds \$500.00 to attend Board meetings and Conferences.
26. Act as Administrator of NACM Google Groups to set up and maintain Board/Officer groups and email accounts, including special email accounts for various committees.
27. Review and update the NACM Wikipedia page annually.

Pursuant to the Bylaws of the Association, activities 1, 3, 4, 5, 6, 7, 8, 9, 10, 11, 17, 25, 26, and 27 may be delegated to Association Services; however, it is the responsibility of the Secretary/Treasurer to serve as liaison with Association Services to ensure that all delegated functions are, in fact, being performed by Association Services at a level acceptable to the Association.

#### **4.1.5 Immediate Past President**

Role Description:

It shall be the duty of the Immediate Past President to assist the President during the transition period and to serve as advisor throughout the term of the President.

Duties:

1. Serve as Chairperson of the Past Presidents Committee.
2. Serve as Chairperson of the Diversity, Equity, and Inclusion (DEI) Committee, unless otherwise assigned by the President.
3. Unless otherwise assigned by the President, serve as Chairperson of the Nominations Committee, which shall be composed of the Immediate Past President and four members eligible to vote. Provide the President with recommendations for the members of the committee, who shall be appointed by the President. Report to the Board as required; notify members of the Association of positions to be filled on the Board; make Nominations and Declaration of Candidacy forms available to the members; collect declarations; meet with committee members; conduct interviews of eligible candidates and announce the slate of nominees and officers to the membership at the annual conference.
4. Initiate contact with local associations to solicit and establish ground support for upcoming conferences.
5. With the majority vote of the Officers may approve non-budget items up to \$1,000.00. The Board must approve any non-budget item over \$1,000.00.
6. Participate in Officer and Board conference calls.
7. Attend all Board meetings.
8. Attend the annual and midyear conferences.
9. Conduct a Board Health Survey every year, in December, and discuss with the Board at the in-person midyear Board meeting.
10. Facilitate the development of a revised [Strategic Plan](#) every 3 years.

#### **4.2 Directors**

Role Description:

Directors are recommended by the [Nominations Committee](#), as described in Article VIII of the [Bylaws](#), and are elected by the membership at the annual business meeting of the Association. The term of Director is for a period of three years unless a director vacancy midterm requires recruitment of a director for a partial term of service.

Duties:

1. Represent the interest of membership in the conduct of the affairs of the organization.
2. Attend meetings of the Board.
3. Work with other directors and officers in the administration of the association.
4. Serve as chairperson, co-chair, or vice-chair of committee(s) as appointed by the President. Report the

plans and activities of the committee, assign chairpersons for subcommittees and obtain board approval of projects.

5. Undertake any special work assigned by the President or the Board.
6. Actively participate in the recruitment of new members.
7. Serve on committees and work toward the growth of the Association as defined in the NACM [Strategic Plan](#). Directors should attend as many committee meetings as possible.
8. Serve as members of the Speakers Bureau for NACM. The President may request any Director to attend a speaking engagement to [promote NACM](#). Funding for such travel may be available from NACM upon the approval of the President.

### 4.3 Board

#### Role Description:

The Officers and Directors shall constitute the Board. The Board shall transact all business of the Association between annual meetings and shall report thereon at the annual business meeting of members.

#### Duties:

1. Supervise the affairs of the Association and take measures for its growth to carry out its purposes.
2. Develop and maintain a NACM national agenda, listing priorities for national actions to improve the administration of justice. Draft and adopt resolutions stating NACM's position on national issues.
3. Select facilities for the conferences and meetings that are conducive to networking and development of cohesion among members.
4. When practical, attend a leadership conference for state leaders prior to the annual conference; which seeks to improve NACM's effectiveness as a vehicle for national leadership development.
5. Encourage greater ethnic, racial and gender diversity in NACM.
6. Develop and maintain a capacity to obtain external funding for high priority activities.
7. Attend the annual and midyear conferences and all receptions held during conferences.
8. Pursuant to Section 3(b) of Article IV and Section 3(b) of Article V of the NACM [Bylaws](#), the Board is responsible for filling a vacancy should an officer, other than the President, or board member resign from their position or otherwise become ineligible to serve. If a Board member is unable to serve on the Board due to a change in employment, the member must notify the President in writing, noting the last date of his/her employment. Upon such notice, a grace period of up to ninety (90) days to remain on the board may be granted upon approval of the remaining board members while the former Board member is actively, in good faith, seeking to secure employment consistent with being a Regular Member of the association. Upon request, a one-time extension, beyond the initial extension period, may be granted upon approval of the board. This one-time subsequent extension may not extend beyond the start of the next annual conference.
9. Every three or four years, develop the NACM [Strategic Plan](#). Determine projects annually that fulfill the [Strategic Plan](#).

### 5.0 Association Services

The National Center for State Courts (NCSC) shall provide support services for the association, and it shall be the primary staff resource for the Board. Compensation for services from the NCSC will be set by agreement between the NACM Board and the NCSC President. Specific services include assignment of staff to the Board who will, at the direction of the President, prepare agendas, coordinate meeting preparations, evaluate conference site locations and facilities, prepare financial reports, and guide the preparation of concept, position, and policy papers and documents. In addition, pursuant to Article VII of the [Bylaws](#), some duties of the Secretary/Treasurer may be delegated to Association Services. Further, Association Services shall perform any other responsibilities designated in the agreement with NACM. The NCSC's status for performing the services described is as an independent



contractor.

## **6.0 Roles and Duties of NACM Committees**

Committees foster the spirit of cooperation; provide a pool of ability, experience and judgment; furnish a clearinghouse for common problems; broaden the viewpoint of members; and develop new leadership.

### **6.1 Duties of the Committee Chairpersons**

1. In consultation with the President, appoint subcommittee chairpersons to complete the tasks given to the committee.
2. Oversee and execute, as necessary, work leading to the accomplishment of the purpose of the committee.
3. Prepare reports to the President, Board, and membership on committee activity and progress toward goals.
4. Submit to the President a "NACM Committee Report" by the deadlines designated on the form. The final year-end report that will appear in the program for the annual business meeting.
5. Annually review the Operations and Procedures Manual and provide to the Governance Committee Chairperson any required revisions.
6. Annually review the NACM [Strategic Plan](#) and provide the Governance Committee Chairperson with any required revisions including information concerning completed objectives, changes in priorities and completion dates for current and future projects.

### **6.2 Standards for Setting up and Managing Committees**

1. All committees should have enough members for adequate representation, but not so many as to become unwieldy.
2. The individuals selected for membership should be among those most directly concerned with the purpose of the committee.
3. Committee work must be planned and prior notice of the goals should be provided so that members can study the problems in advance and be prepared to offer solutions and fulfill committee goals.
4. Committee members will be recognized for their service at the annual conference.
5. Committee chairs ensure the committee roster is kept current and is representative of those individuals who regularly attend committee meetings.
6. All outgoing committee chairpersons and officers shall gather all relevant materials, place them in designated storage locations and turn them over to the new committee chairperson or officer, upon that person's appointment.
7. All Board members should be copied on all correspondence sent to Committee members, members of the Board and Officers, and any other correspondence pertinent to NACM committee projects.
8. At the NACM annual conference, special recognition may be given to committee members who have helped the committee fulfill its objectives by providing creative ideas, extra time (beyond the call of duty), or superior results beyond required expectations. Each person deserving of such an honor must be nominated by a Committee Chairperson using a form that documents the contribution. Recipients will receive a certificate of appreciation along with a Lady Justice pin and will be recognized at the awards ceremony at the conference. If requested, notice to the member's court or supervisor will be provided by the Association Services.

### **6.3 Committee Structure**

As described in Article VIII of the Bylaws, there will be three types of committees. These include Permanent Committees, Standing Committees, and Special or Ad Hoc Committees.

It is a good practice to appoint a Chair and Co-Chair or Vice Chair to ensure continuity in leadership.

### **6.3.1 Permanent Committees**

Permanent committees are established as stated in Article VIII of the Bylaws and are necessary for the continued operation of the organization.

#### **6.3.1.1 Executive Committee**

The Executive Committee shall be composed of the NACM Officers. This committee can be delegated to act for the Board between meetings of the Board.

While the President has the authority to appoint special or ad hoc committees, the Executive Committee may be consulted regarding the formation of Special or Ad Hoc Committees and to determine said committee's purpose.

#### **6.3.1.2 Nominations Committee**

The Nominations Committee shall be chaired by the Immediate Past President and shall consist of the Chair and at least four (4) Regular or Honorary members eligible to vote selected by the Immediate Past President and appointed by the President. With the approval of the Executive Committee, limited travel costs may be provided for committee members.

1. **Responsibilities and Role:** The Nominations Committee shall be responsible for presenting nominations for Officers and Directors of the Association. In pursuit of this responsibility, the Committee shall utilize all Association mediums to announce, encourage and solicit interest in Board positions, encourage diversity and inclusion in the application process and provide an open, fair, and transparent process for the selection of candidates.
2. **Policies and Procedures:** The Nominations Committee shall conduct all activities pursuant to the policies and procedures adopted by the Board. Said policies and procedures are enumerated in the Appendices.
3. **Recruitment:** The Nominations Committee shall strive to ensure the Board is representative of NACM's membership and shall consider race, gender, ethnicity, organizational background, geographic location and years of service in the courts when submitting the slate for nominations to membership.
4. **Conflict of Interest:** The Chair, as well as committee members, must disclose any existing or potential conflict of interest that may call their impartiality into question. Examples of conflicts include working in the same court/organization as an officer or a director candidate, the existence of a previous employer/employee relationship between a committee member and a nominee for officer or director, the existence of a financial relationship between a committee member and a nominee for officer or director, etc. In the event of such a conflict, the Chair, upon consultation with the other committee members, shall:
  - a) Determine if the committee member may participate in the selection process of the affected candidate;
  - b) Determine if the committee member may continue to serve on the Nominations Committee; and
  - c) Notify the NACM Board of the resolution of said conflict.

Should the Committee Chair be of the belief that he/she has a conflict or a potential conflict that may compromise their impartiality, the Chair shall report this to the Board. The President shall determine if the Chair may continue to serve, and may, if necessary, appoint a replacement Chair forthwith.

#### **6.3.1.3 Governance Committee**

The NACM president will appoint from members of the Board a chairperson or chairpersons of this committee and may appoint a vice chair. The committee chair(s) will recommend subcommittee chairpersons who will work toward the fulfillment of committee goals.

Responsibilities and Role:

1. Maintain and update the NACM [Strategic Plan](#), which defines overall goals and objectives
2. Review, edit, update and recommend revisions to the Operations and Procedures Manual, including Appendices, to keep it consistent with the goals and objectives of the organization.
3. Undertake, either solely or with other organizations, research and pilot projects aimed at improving court management and the administration of justice.
4. Appoint a Bylaws Subcommittee, with the approval of the Governance Chairperson(s), to prepare and present changes in the [Bylaws](#) to ensure that related descriptive materials are consistent with the organization's purpose as set forth in the NACM [Strategic Plan](#). The Bylaws committee shall also ensure that the [Articles of Incorporation](#) are current.
5. Maintain and update the NACM National Agenda, as needed.
6. Appoint an Ethics Subcommittee to maintain and update the NACM Model Code of conduct as needed; maintain and update the ethics section of the NACM website in conjunction with the Website Subcommittee; contribute relevant ethics materials to NACM publications; and perform other duties as directed by the President.
7. Appoint a Resolutions Subcommittee to draft or confer with NACM members regarding proposals for original resolutions and to review and/or recommend support for resolutions that are provided for consideration by partnering agencies (COSCA, CCJ, etc.). When requested, present a report and recommendation to the President as per Article X of the Bylaws.
8. Appoint a State of the Profession subcommittee or task group to prepare the annual state of the profession address, with the guidance and assistance of the President. This address is given at the Annual Conference.
9. Assemble a task group annually to prepare a survey of members (Voice of the Profession Survey) to ascertain members' priority issues within the profession and how NACM should address them. Administer the survey with staff's assistance around the time of the Annual Conference. Ideally, there should be continuity in questions from year to year to assist in comparative study.

**6.3.1.3.1**      **Ethics Subcommittee**

Responsibilities and Role:

1. Maintain and update the NACM Model Code of Conduct as needed.
2. In conjunction with NACM's Website Subcommittee, maintain and update the ethics section of the NACM website.
3. Contribute relevant ethics materials to NACM publications.
4. Perform other duties as directed by the President.

**6.3.1.3.2**      **Resolutions Subcommittee**

Per Article X, Section 1 of the NACM [Bylaws](#): To be considered by the Association, any proposed resolution must be sponsored by a member of the Association. The member shall submit the resolution, in writing, with a brief statement of purpose and explanation, to the President.

Responsibilities and Role:

1. At the direction of the NACM President the subcommittee [reviews proposed resolutions](#), providing feedback to the President.
2. With direction from the President, the Board, and/or the [Governance Committee](#), the subcommittee may draft an original resolution on the behalf of the Association and submit the resolution to the President for

further consideration.

3. The subcommittee may suggest potential resolution topics to the [Governance Committee](#) and, if approved by the committee, draft an original resolution per #2 above.
4. If requested by the Board, the subcommittee may review and provide recommendations to the Board about supporting the resolutions of other organizations.

### 6.3.2 Standing Committees

The standing committees of the Association are those which are designed to provide an enduring service to enable the purpose of the organization. Each of these committees shall be reviewed every three years to determine whether its purpose(s) are consistent with the [Strategic Plan](#). The work of the committee(s) shall be reviewed to determine whether the committee(s) should continue. The Board may create or eliminate a standing committee at any time and need not wait for the next formal review. Specific standing committees shall not be mandated by the [Bylaws](#).

#### 6.3.2.1 Conference Development Committee

The Chairperson is the NACM President Elect for the current year. The committee chairperson will appoint other committee members and subcommittee chairpersons who will work toward the fulfillment of committee goals.

Responsibilities and Role:

1. The Chairperson, in conjunction with the committee members and any contracted consultant(s), shall inform the Board of high level continuing education programs for future conferences and supporting materials focused upon developing the knowledge, skills, and abilities of NACM members and others interested in the administration of justice, as follows:
  - a. Review evaluations of all education programs and periodically assess training interests and needs of the NACM membership.
  - b. Identify annual topic areas in which there should be progressive year-to-year program sessions.
  - c. Fully integrate the NACM CORE<sup>®</sup> Competency Curriculum Guidelines within its educational program, in conjunctions with the CORE<sup>®</sup> Committee to ensure topics are rotated.
  - d. Submit suggestions to the Committee Chair concerning educational subject matter content for the future conference(s) including: 1) the program content, 2) selection of speakers, and 3) evaluation of the program.
  - e. Establish a minimum number of training hours for the conference(s).
2. Plan and conduct the [midyear and annual conference\(s\)](#).
  - a. Develop Midyear and Annual Conference Themes and draft Call for Proposal material for dissemination
    - i. The chair will designate a subcommittee for conferences to review themes, call for proposal material, and review and rate submitted proposals.
  - b. Coordinate selection of social program for each conference including review of contracts
    - i. The Chair may designate committee member(s) to be responsible for the social activities at the conference.
  - c. Assist in the development of conference-related marketing and related materials
    - i. Conference social media platforms
    - ii. Conference blast emails (pre and post-conference), including live-streaming schedule and information
  - d. Assist in development and review of
    - i. Conference app details including speaker and program description
    - ii. Conference slides
    - iii. Conference announcements (used internally)
    - iv. Daily app announcements

- v. [Evaluations](#) during conference (through app) and post-conference (through email)
        - e. Oversee educational program
        - f. Oversee conference budget
        - g. Assist Secretary/Treasurer in the annual review and update of NACM's [Site Selection Matrix](#)
        - h. Oversee educational programming in connection with NACM's Educational Consultant.
          - i. Hosts.
          - ii. The Chair will designate a committee member to be responsible for the Host recruitment activity.
          - iii. CDC Chair will assist in the annual review and update of the Host Tutorial.
3. Plan for, and welcome, members to the annual conference and provide activities for first-time attendees, as referenced in the Officer's desk book.
4. Assist Vice President in the development of the Leadership Seminar during Annual Conference in partnership with NASJE.
5. Perform other duties as directed by the President.
6. Accomplish any additional educational objectives of NACM as set forth in NACM's [Strategic Plan](#).

#### **6.3.2.2 CORE® Committee**

The NACM Secretary/Treasurer serves as chairperson of this Committee. The Committee chairperson will appoint other committee members and subcommittee chairpersons who will work toward the fulfillment of Committee goals.

Responsibilities and Role:

1. Maintain the CORE® Website and all content, in conjunction with the Website Subcommittee.
2. Update and maintain CORE® curricula.
3. Coordinate the efforts of NACM, including partnership with the Conference Development and other committees to ensure premier delivery and consistency of CORE® material to the membership, including annual and midyear conferences.
4. Oversee any certification or similar programs or partnerships of NACM.
5. Assist the Secretary/Treasurer with maintaining the CORE® [trademark](#) and registration.
6. Present CORE® curricula at state association conferences or as requested.
7. Maintain the CORE® Competency Achievement Program ("CORE® Champion Program") to encourage broader exposure to the CORE®'s 13 competencies and raise members' interest in pursuing more in-depth learning.
  - a. Review structured response tests with a small sub-group. This sub-group is selected by the Committee Chair.
  - b. Record and track session completions.
  - c. Issue awards in line with the achievement program.
  - d. Discuss and proposes additions or amendments to the program.
8. Accomplish any CORE® objectives from the Strategic Plan.

#### **6.3.2.3 Membership Committee**

The NACM President will appoint a member of the Board to serve as chairperson of this committee and its other regular committee members. The committee chairperson will appoint other committee members and subcommittee chairpersons who will work toward the fulfillment of committee goals.

Responsibilities and Role:

1. Actively pursue new and non-renewing members. This effort should be supported and supplemented by all officers, directors and members. An incentive plan may be proposed and adopted to encourage this endeavor.

2. Respond to all inquiries to the Association concerning membership.
3. Provide a wide range of relevant and beneficial membership services.
4. Solicit and select the following NACM [awards](#), [scholarships](#) and grants:
  - a. [Award of Merit – Recipient\(s\)](#), be it an individual or an organization that has contributed significantly to the field of court administration. One Award of Merit may be given each year. If there are no suitable nominees for this award, the award will not be presented.
  - b. [ECP Award](#) – May be presented at the annual conference. This award recognizes distinguished service and outstanding contributions to the profession of court administration and the judicial system by an early career professional. If there are no suitable nominees for this award, the award will not be presented.
  - c. [Enhancing Justice Award](#) – No more than one award should be given each year. No more than two honorable mention awards may be given each year. This award is designed to recognize courts and court-related organizations for meritorious projects that enhance the administration of justice. The award honors exemplary accomplishments by courts or court-related agencies and organizations. This award may be awarded yearly at the annual conference. If there are no suitable projects nominated, the award will not be presented.
  - d. [Perkins Award](#) – May be presented at the annual conference. This award is given to an individual who consistently goes above and beyond the call of duty to make behind-the-scenes contributions to the field of court administration, the court in which he or she works, and ultimately to the public. If there are no suitable nominees for this award, the award will not be presented.
  - e. [Edward C. Gallas Award/ICM Scholarship](#) – The Edward C. Gallas Award may award tuition assistance in the amount of \$1,500 to one NACM member for tuition assistance towards the ICM Fellows Program of the National Center for State Courts (NCSC) Institute for Court Management (ICM). Only those who have been admitted to the ICM Fellows Program are eligible to apply.
  - f. [Conference Scholarship](#) – NACM may award conference scholarships for the midyear and annual conference. The scholarship recipients may be reimbursed for the conference registration fee or costs associated with conference travel, lodging, meals not provided by the conference, ground transportation, etc. Applicants may also request a scholarship to cover a portion of the conference registration fee and travel costs if only partial funds are available.
  - g. [Membership Scholarship](#) – NACM may award membership scholarships based on revenue generated through the membership donation fund. Nominations can be made online. Only first-time members are eligible for a membership scholarship. The membership will be valid for one full year from the award date.
5. Identify states and regions which do not have court management associations; develop strategies for development of new relationships.
6. Welcome new members and contact purged members with personal contact from a committee member.
7. Work with Association Services to order memorabilia and maintain inventory of any purchased items, and other responsibilities associated with maintaining an online shop.
8. Periodically review and update [Membership Profile Form](#) which is included in the membership renewal packet.
9. Accomplish any additional membership objectives as set forth in the [Strategic Plan](#).
10. Develop materials which will fully explain the personal and professional benefits of membership, such as the Membership Application form [link]. Work with the Website Subcommittee to ensure member benefits are promoted (and current) on NACM’s website.

#### **6.3.2.3.1 Early Career Professionals Subcommittee**

##### Responsibilities and Role:

An Early Career Professional (ECP) shall be any NACM member who has either: a) either ten or fewer years of experience in a court or as a judicial branch professional, or b) is less than 40 years of age.

1. Encourage ECPs to view judicial administration as a profession and career instead of a job.

2. Retain ECP membership by encouraging ECPs' active participation in NACM.
3. Provide ECPs with career development resources, which will include coordination with state associations, as appropriate.
4. Inform ECPs about the NACM membership mentoring program.
5. Continually pursue expansion opportunities for growth within the ECP program and its membership.
6. Coordinate non-profit for NACM Cares during midyear and annual conferences.
7. Manage ECP Reception for annual conference.
8. Organize ECP Fundraiser during annual conferences.

#### **6.3.2.3.2** [International Subcommittee](#)

##### Responsibilities and Role:

The International Subcommittee is responsible for reaching out to the International Association for Court Administration (IACA) and other international associations and organizations to promote the importance of court administration and encourage partnerships with NACM. The Committee will:

1. Assist colleagues in other countries in improving the capacity of their legal institutions.
2. Develop partnerships with other organizations to promote effective court management initiatives.
3. Assist the NACM membership interested in developing international relationships with courts abroad by providing resources and materials to effectuate the relationship.
4. Develop and maintain a roster of court managers and administrators who perform work in the international arena and can act in an advisory or consultant capacity.
5. Develop and maintain a resource guide providing relevant information for those working in the international arena.
6. Increase international membership in NACM.

#### **6.3.2.3.3** [State Associations Subcommittee](#)

##### Responsibilities and Role:

The State Association Subcommittee allows those who are state association presidents to learn from one another to maintain a strong, viable association. The main premise is to provide:

1. An opportunity for all state association presidents to gather at the annual conference to share ideas and educate one another
2. An opportunity to share conference speakers with one another
3. An opportunity to educate and develop leadership skills
4. Create dual membership agreements with the local association and NACM

#### **6.3.2.4** [Past Presidents Committee](#)

Past Presidents who are members shall constitute this committee. The Immediate Past President shall chair the committee.

##### Responsibilities and Role:

1. Act as an advisory and consulting group, available to the President and Board.
2. Address special policy matters and projects referred by the Board or the President.
3. Meet in conjunction with the annual conference or as deemed necessary by the chair.
4. Upon request of the President, attend speaking engagements to promote NACM. Funding for such travel may be available from NACM upon the approval of the President.

#### **6.3.2.5** [Communications Committee](#)

The Communications Committee is responsible for promoting and maintaining effective communications with

NACM members and partners. The Communications Committee promotes NACM's activities through its website content, publications, and social media. A NACM Board member who is assisted by a vice chairperson, Website Subcommittee, and a Social Media Subcommittee, chairs the committee.

Specific Responsibilities:

1. Create and publish editions of the ***Court Manager*** quarterly.
2. Create and publish editions of the ***Court Express***, during alternating months from the *Court Manager*.
3. Create and publish an annual **NACM Guide**.
4. Annually coordinate **Webinars**.
5. In conjunction with NACM's Association Manager and the Website Subcommittee, maintain the **NACM website** ensuring website content is current and relevant to the membership.
6. Maintain NACM's presence on [social media](#) (Facebook, LinkedIn, Instagram, Twitter, and YouTube), promoting public awareness of NACM, conferences, podcasts, webinars, and special events; and posting articles and other information that might be of interest and relevance to the membership. NACM's live-streaming contact at the NCSC posts conference videos to the NACM YouTube channel.
7. Make policy recommendations to the board for **advertising rates** for the *Court Manager*, *Court Express*, [Webinars](#), and the website.
8. [Proofread](#) surveys and informational materials produced by other NACM Committees upon request.
9. Maintain and update as necessary the NACM Toolkit; the Web How-to Guide; Guide Selection Protocol; and Webinar History document.
10. Maintain primary responsibility for any updates to the NACM AI Guide (forthcoming first posting in Summer 2024).
  - a. The NACM Association Manager will provide requests or suggestions pertinent to AI Guide updates to the Communications Committee Chair.
  - b. The Communications Committee will review and either approve, revise, or otherwise address. This could include, as appropriate, recruitment and collaboration with subject matter experts, authors, or editors.
  - c. The Communications Committee will send approved updates to the NACM Association Manager, who will incorporate into the AI Guide semi-annually.

#### **6.3.2.5.1 Chair Responsibilities**

The chair is responsible for the overall coordination of the [Communications Committee](#). The chair facilitates committee meetings and prepares committee reports and recommendations to the board. The chair, upon consultation with the NACM President, appoints the Executive Editor(s) of the *Court Manager* and *Court Express*. The chair is responsible for coordinating NACM webinars and production of the NACM Guide. The chair works closely with the vice chair, Website Subcommittee, Social Media Subcommittee, and the NACM's association manager to ensure all communications with members and partners are professional, accurate, and delivered in a timely manner.

#### **6.3.2.5.2 Vice Chair Responsibilities**

The vice chair of the [Communications Committee](#) assists the chair with the overall coordination of the Communications Committee, including the preparation of committee reports, preparation of minutes, and updates. The vice chair serves as the primary liaison between the Communications Committee and the editors of the *Court Manager* and *Court Express*, ensuring the coordination of article submissions and timely distribution of these publications.

#### **6.3.2.5.3 Website Subcommittee**

Responsibilities and Role:



The Website Subcommittee is responsible for ongoing monitoring of the NACMNET.ORG and the NACMCORE.ORG websites to ensure website content is current and relevant. The Website Subcommittee reviews change requests that are submitted using the Website Change Request Form available on the Website Subcommittee web page. Change requests are either denied, returned for further information, or approved and assigned to a subcommittee member to complete the request.

The Website Subcommittee Chair is responsible to attend all Communication Committee Meetings and report on changes, updates, and issues related to the NACMNET.ORG and NACMCORE.ORG websites. The Website Subcommittee Chair will also review relevant issues being addressed by the subcommittee at the monthly communications meeting. Further chair responsibilities include:

1. Work in conjunction with NACM's association manager to assure timely posting of association news and announcements for members, visitors, and partners.
2. Ensure web links are current, making recommendations to the board for website enhancements as necessary.
3. Ensure that exclusive member resources are maintained and posted in the "members only" section of the website.
4. Ensure website subcommittee members can work with NACM's website hosts and website management vendor(s) as necessary.

#### **6.3.2.5.4 Editors for the *Court Manager* and *Court Express***

The editor(s) for the ***Court Manager*** will seek articles, select themes for each publication, determine timeliness of articles, and coordinate preparation of each publication with the *Court Manager's* managing editor at the NCSC. The editor(s) may call on officers and directors for assistance as needed. The editor(s) will provide monthly updates about the progress of article submissions, deadlines for submitting articles, and progress for each publication monthly to the [Communications Committee](#).

The editor(s) for the ***Court Express*** will seek articles and announcements about upcoming events that might be of interest to the membership and will draft the publication and submit it for review to the chair and the NACM's association manager before distribution. The editor(s) will provide monthly updates about the progress of article submissions and deadlines for submitting articles and announcements to the [Communications Committee](#).

#### **6.3.2.5.5 Social Media Subcommittee**

Responsibilities and Role:

1. Using social media and NACM's conference app, the social media Subcommittee is responsible for communicating NACM's agenda, mission, and goals; promoting NACM conferences, webinars, publications; and encouraging fellowship and a sense of unity among members.
2. The Social Media Subcommittee is also responsible for regularly monitoring the activity on NACM's social media pages and for providing monthly updates about NACM's social media presence to the [Communications Committee](#).
3. The Social Media Subcommittee Chair/Vice-Chair are responsible for ensuring NACM's social media presence is updated and maintained. The subcommittee reviews and approves social media announcements, endorsements, and reposts. The Subcommittee members strive to engage NACM members and non-members through social media platforms.
4. The Subcommittee is responsible for adding certain appropriate content to the NACM's social media platforms as well as encouraging and guiding other members in posting information. The Social Media Chair/Vice-Chair will review the content for appropriateness and either post to the respective social media platform or inquire further with the requestor and Chair/Vice of the Communications Committee when needed.
5. The Social Media Subcommittee will recruit for volunteers to post on the following social media outlets:

Facebook; LinkedIn; Instagram; Twitter; and Youtube. This list of social media outlets will be reviewed periodically with suggested changes sent to the Communications Committee for approval.

Further Chair/Co-Chair responsibilities include:

1. Work in conjunction with NACM's association manager to assure timely posting of social media blasts for members, visitors, and partners.
2. Ensure social media links are current, making recommendations to the Communications Committee for social media platform enhancements or changes as necessary.
3. Ensure that exclusive member resources are not posted on any platform that allows for public visitors.
4. Ensure that all content for all social media venues approved by the Board is maintained in an accurate and professional manner.

#### **6.3.2.6 Diversity, Equity, and Inclusion (DEI) Committee**

Responsibilities and Role:

The Diversity, Equity, and Inclusion (DEI) Committee is responsible for striving to create a diverse, welcoming experience to the membership. The Committee does so by working with all the NACM Committees to keep DEI on the forefront and creating opportunities for all. In addition, the Committee encourages a diverse membership and diverse Board. The DEI Committee does so in the following ways:

1. Bring to the forefront educational material regarding DEI to share with members.
2. Work with Conference Development Committee to make sure DEI is on the agenda of educational sessions at conferences.
3. Work with Communications Committee and Social Media Subcommittee to celebrate various heritage groups and announce notable events related to DEI.
4. A representative from the DEI Committee will work on guide revisions to ensure DEI is appropriately incorporated into each guide.
5. Ensure the CORE® curricula include DEI elements in each competency.

#### **6.3.2.7 [Finance Committee](#)**

The Vice President serves as the Chairperson of this committee. The Secretary/Treasurer serves as the Vice Chairperson of this committee. The committee chairperson will appoint other committee members and subcommittee members who will work toward the fulfillment of committee goals.

Responsibilities and Role:

1. Evaluate and provide recommendations to the Board on association services and other NACM service contracts.
2. Search and seek potential grants and other funding.
3. Oversee the management of NACM's grants.
4. Recommend actions in relation to the NACM Investment Plan.
5. Assist the Secretary/Treasurer in the development of the NACM budget.
6. Recommend fundraising strategies to support the effective operations of NACM.
7. Site Selection - The membership of the Site Selection Subcommittee will be the Secretary/Treasurer and representatives from Association Services and Conference Services.
  - a. Gather and review all materials for potential sites for future annual and midyear conferences to determine whether they meet the criteria necessary for the conference.
  - b. Visit those sites and facilities which most closely meet criteria.
  - c. Contact and review the level of support which may be available from local associations.
  - d. Recommend to the Board those sites and facilities which are most likely to result in a successful conference.

- e. Update the Site Selection matrix.
- 8. Other duties as assigned by the President.

### **6.3.3 Special and Ad Hoc Committees, and Partnership Committees and Liaisons**

Per the [NACM Bylaws, Article VIII, Section 4 and 5](#), Special and Ad Hoc Committees may be established from time to time by the President. These committees shall be of limited purpose and duration. When forming these committees, the President may consult with the [Executive Committee](#). Please reference the [Bylaws](#) for specifics on each committee's creation and duration.

The purpose and objectives of either should be clear and in a written form. It is a good practice to appoint a Chair and Co-Chair or Vice Chair to ensure continuity in leadership. The Chair should be a Board Member.

#### **6.3.3.1 Partnership Committees and Liaisons**

NACM and members of partner organizations have many areas of overlapping interests. NACM may establish partnerships with other organizations for information sharing, liaison and areas of mutual interest. Current partnership committees and liaisons follow.

##### **6.3.3.1.1 [Joint Technology Committee \(JTC\)](#)**

A joint committee of the National Association for Court Management (NACM), The Conference of State Court Administrators (COSCA), and the National Center for State Courts (NCSC) is established, to be known as the Joint Technology Committee (JTC).

Per the [MOU](#), the JTC will be co-chaired by a representative from NACM and COSCA respectively. The NACM President will appoint five (5) additional members. The JTC will advise the three organizations on policies, programs and activities related to technology which improves the court's ability to provide justice quickly, fair and economically.

##### **6.3.3.1.2 Court Information Technology Officers Consortium (CITOC)**

The Conference of State Court Administrators (COSCA) and the National Association for Court Management (NACM) through a charter created the Court Information Technology Officers Consortium (CITOC) to support their efforts of implementing appropriate technology to improve the management and administration of courts. CITOC guiding principles include fostering technology policies that support public trust and confidence, promoting open standards and best practices and strategic alignment of court technology investments with the court business agenda. NACM has a representative as part of the CITOC Executive Committee that is appointed by NACM in consultation with the JTC Co-chairs.

##### **6.3.3.1.3 International Association for Court Administration (IACA)**

The International Association for Court Administration (IACA) mission is to promote professional court administration and management in emerging democracies and other countries pursuing the rule of law; sponsor international conferences, forums, and education and training programs on court administration and management; and serve as a resource for judges, court administrators and managers, and other government officials in search of ways in which to evaluate and improve court and justice systems. NACM has representation in IACA's International Association Division as appointed by IACA and NACM.

#### **6.3.3.1.4 Academy of Architecture for Justice (AAJ)**

The American Institute of Architects (AIA)'s Academy of Architecture for Justice and the National Association for Court Management (NACM) have much in common in regard to the goal of establishing court facilities and processes that support the work of the courts in a manner that is open, fair and supportive of the needs of the citizens they serve. The AIA's focus includes the physical embodiment of the courts as well as court related technology and building systems which comprise the supporting facilities of the court system. The two organizations look for ways to partner in the mutual sharing of information and the fostering of innovation to support the court's physical goals. The NACM liaison to AIA is the current NACM President.

#### **6.3.3.1.5 National Association of State Judicial Educators (NASJE)**

The purpose of the NACM-NASJE partnership is to further the mission and vision of both organizations through ongoing education with emphasis on professional skill-building for court management. The focus of such skill-building is through the advanced development of professional and personal qualities, the mastery of new ways of solving professional problems and new methods of professional thinking, and the changing the motivational and operational sphere of professional activity. NACM's Education Committee chair acts as the liaison with NASJE.

## **7.0 Articles of Incorporation and Bylaws**

### **7.1 Articles of Incorporation**

In order to amend the Articles of Incorporation of the Association, the Board shall adopt a resolution setting forth the proposed amendment and directing that it be submitted to a vote at an annual or special meeting of members. Notice setting forth the proposed amendment or a summary of the changes to be effected thereby shall be provided to the membership at least thirty (30) and not more than ninety (90) days in advance of the meeting. The amendment to be adopted shall be approved by each voting group entitled to vote on the amendment by more than two-thirds (2/3) of all the votes cast by that voting group.

### **7.2 Bylaws**

The [Bylaws](#) may be amended by a favorable vote by at least two-thirds of the members entitled to vote at the annual business meeting or at a special meeting.

Members may submit [proposed Bylaws changes](#) to the President of the Association, the chairperson of the [Governance Committee](#), or any member of the Board at least ninety days prior to the annual meeting.

1. Any proposed Bylaw changes received by the President or any member of the Board will be forwarded to the Chairperson of the [Governance Committee](#) for a formal response.
2. The [Governance Committee](#) will respond to the member by acknowledging receipt of the proposed changes and enclosing a Summary of NACM [Bylaws](#) and a Proposed [Bylaw Amendment](#) Form for completion.
3. Notice setting forth the proposed amendment shall be provided to membership at least thirty (30) days and not more than ninety (90) days in advance of an annual meeting.
4. The Governance Committee Chair shall submit for Board recommendation the proposed amendments at the Board's regularly-scheduled meeting prior to the annual meeting. Recommendation to approve or disapprove each amendment shall be presented to the membership at the annual meeting.
5. Any amendment to the [Bylaws](#) shall be in full force and effective immediately upon its adoption, unless

otherwise provided.

The [Bylaws](#) of the Association and related materials should be reviewed by the [Governance Committee](#) at least annually to assure that they are applicable and in keeping with the goals and objectives of the Association.

## **8.0 Contested Votes or Elections**

Pursuant to Article XI of the NACM [Bylaws](#), all [contested votes or elections](#) will be conducted using [Robert's Rules of Order Revised](#). Specific information related to the nominations process used by NACM is detailed in Robert's Rules of Order, §66, "[Nominations and Elections](#)." Contested votes, including elections, shall be handled by ballot as described in Robert's Rules of Order, §46, "[Voting](#)."

## **9.0 Destruction of NACM Records**

NACM records should only be destroyed pursuant to the [Records Retention Policy](#) adopted by the Board.

## **10.0 Non-Profit Status**

The Association is not organized, and shall not operate, for profit. It is organized exclusively for charitable, educational, scientific, and literary purposes, within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under said Section 501(c)(3).

## **11.0 Amendment of the Operations & Procedures Manual**

### **11.1 Annual Review and Suggested Amendments**

Annually, the Governance Committee shall lead a review for updates or amendments to the NACM Operations & Procedures Manual. Notwithstanding the annual review, any suggested amendments to the NACM Operations & Procedures Manual should be directed to the Chairperson of the Governance Committee when appropriate.

### **11.2 Process for Consideration and Adoption of Amendments**

Updates and amendments shall be adopted and incorporated if a majority of the Board approves.

### **11.3 Tracking Proposed and Adopted Amendments**

No versions may be deleted without approval of the Governance Committee Chair that such version is a duplicate or mistake or otherwise not needed for historical or reference purposes. The naming convention of all proposed amendments to the Operations and Procedures Manual shall be as follows:

1. While in draft form among a working group: Year.Month.Date.DRAFT.Amends.NACM.Operations.Manual.
2. While in draft form submittal from the Governance Committee to the Board:  
Year.Month.Date.DRAFT.Amends.NACM.Operations.Manual.
3. Approved by the Board: Year.Month.Date.Board.Approved.NACM.Operations.Manual.

For Example, 2023.06.07.DRAFT.Amends.NACM.Operations.Manual.



## 12.0 Log of Revisions to NACM Operations & Procedures Manual

Date and by Whom	Major Changes
January 1986 G. Terry Aragon E. Marie Gardner	Original Document
January 1988 Gwen Hertz	Add Revision Page Clarify Advisory Council members Add Year-end Committee Report form President copied on correspondence Add Scholarship Application Update to conform to Bylaws Add new Organizational Chart and Standing Committee chart Add new Planning Committee description
July 1988 Gwen Hertz	Add Editorial Board for The Court Manager Add change of surplus funds to restricted fund Secretary/Treasurer chair Planning Committee Add Honorary Membership and Past Presidents Committee definitions Definition of areas of country for conference site rotation Declaration of Candidacy forms Justice Achievement Award information added under Trial Court Management Committee
January 1991 Linda Perkins Michael Jeanes Brian Doran	Add Fellowship Grant Add Regional Conferences Guidelines Add Duties of Educational Committee Chair Add Model Code of Conduct Add Membership Profile Survey form Add new membership brochure Add new Justice Achievement Award form Add new Committee Preference form Update Midyear and Annual Meeting Guidelines Revise Duties of Membership Committee Chair regarding The Court Manager Revise Travel Reimbursement Policy Revise Procedures for Amending the Bylaws and add Proposed Bylaw Amendment form and sample letter July, 1995 Update the Purpose of the Organization Update Composition of Members Update President's Duties Update President Elect's Duties Update Vice President's Duties Update Secretary/Treasurer's Duties Update Immediate Past President's Duties Update Directors' Duties Update Association Services Update All Committee Duties Add Strategic Plan Actions to Officer and Committee Responsibilities Update All Appendices

## NATIONAL ASSOCIATION FOR COURT MANAGEMENT

January 1996 Diana Jones Michael Jeanes	Updates as Provided by the Board at the 1995 Meeting in Albuquerque
February 1998 Jose O. Guillen Zelda DeBoyes	Updates as Provided by the Board at the November, 1997 Meeting in San Antonio and the February Meeting in Colorado Springs
February 2000 Mark Van Bever	Y2K Compliance Updates to Strategic Plan Change Forum Conveniens to Court Communiqué
September 2000	Change number of directors to ten and length of term to three years as approved at Annual Business Meeting
November 2004	Complete review and rewrite of operational manual by Planning Committee
February 2005	Board Approval of revised Operational Manual
July 2008 Planning Committee	Complete review by Planning Committee Grammatical revisions; added Trademark Page 10 – Added website posting of board meeting minutes; added conference site Page 14 – Renewal to Role of Secretary/Treasurer Page 17 – Selection committee to role of Immediate Past President Page 20 – Revised list of Special/Ad Hoc Committees
July 2009 Planning Committee	Technical amendments to match Bylaws amendments Added information to Conference Development at Disasters at Conference sites Added Ethics Committee to standing committees Added information on CITOC and AIA Partnership to Special/Ad Hoc Committees Added section on Contested Elections Added a section on Membership Expulsion/Termination Added a description and appendix describing membership fee discounts Added section on Destruction of Records
July 2010 Planning Committee	Technical amendments to match Bylaws amendments Added Board policy for waiver of conference registration fee for Board Moved responsibility for Leadership Seminar from Immediate Past President to Vice President Removed Investment Policy details and added reference to NACM Financial Plan Appendix Added responsibility for Historian to Immediate Past President responsibilities (year after Immediate Past President) Added Early Career Professionals Special Committee Removed section on Membership Expulsion/Termination



## NATIONAL ASSOCIATION FOR COURT MANAGEMENT

July 2011 Planning Committee	Added Conflict of Interest Policy Added Edward C. Gallas Award information Added Conference Scholarship Guidelines Added Grant Reporting Requirements and Responsibilities Added Finance Committee to Standing Committee Updated Planning Committee responsibilities Updated Secretary/Treasurer duties for FACT and Finance Committee Updated Website Committee responsibilities Updated Board Member changes Updated Index list Updated Membership Classifications Add new Justice Achievement Award form
July 2012 Planning Committee	Added Communications Plan to list of attachments Updated ICM Fellowship information Updated the NACM Organizational Chart Removed grants from list of Planning Committee duties Added Board Exit Survey to list of Planning Committee duties Added Communications Committee Added CITOC as a Special/Ad Hoc Committee (clean up item) Revised Website Committee to become subcommittee of Communications Committee Revised Publications Committee to become a subcommittee of Communications Committee Added Social Media as a subcommittee of the Communications Committee
April 2013 Planning Committee	Revised Nominations Committee, Section 6.3.1.2 Updated Appendix C, Contested Elections Added Appendix I, Interview and Nominations Procedure
July 2014 Planning Committee	Changed title to reflect Operations and Procedures Manual Changed the title "Forward" to "Purpose" Added e-Limited member content under membership classifications Updated membership discounts to membership discounts and programs Moved responsibility of preparation of the annual budget from the Secretary/Treasurer to duties of the Vice President Updated the NACM Patent & Trademark information Updated the Committee Service Form Moved Board Exit Interviews from Planning to Past President's Committee Updated Membership Committee duties to reflect the distribution of electronic renewal packets Changed the title of Mini Guides to Guides under the Communications Committee Moved the duty of updating NACM social media sites from the Website Committee to the Social Media Subcommittee Added duty of fundraising under the Finance Committee Removed number of members of AIA under 6.3.3.5
Spring 2016 Governance Committee	Updates to reflect previous years' bylaw changes Changed Planning Committee to Governance Committee Moved Ethics Committee to subcommittee of Governance

July 2016  
Governance Committee

Moved Early Career Professionals to subcommittee of Membership  
Updated and corrected various committee roles and responsibilities  
Created new Partnerships Committees and Liaisons as part of the Special Committees  
Various formatting updates

Updates to reflect previous year's bylaws changes  
Updates to reflect previous years' bylaw changes  
Changed Planning Committee to Governance Committee Moved Ethics Committee to subcommittee of Governance Moved Early Career Professionals to subcommittee of Membership  
Updated and corrected various committee roles and responsibilities  
Created new Partnerships Committees and Liaisons as part of the Special Committees  
Various formatting updates (e-member, Board composition, nominations, Governance responsibilities, etc.)  
Replaced Mission, Vision, and Goals with the Mission, Vision, Core Values and Strategic Focus Areas from the Strategic Plan  
Updated Secretary's responsibilities for trademark to include copyrights and service marks  
Moved responsibility for site selection from Immediate Past President to Secretary  
Removed role of historian from responsibilities of Immediate Past President  
Added in additional language on recognition of committee service  
Removed all references to FACT  
Updated all references of Planning Committee to Governance Committee  
Moved Ethics Committee to subcommittee of Governance Committee  
Added responsibility for dissemination of speaker expectations and evaluations to the Conference Development Committee per previous Board approval Removed Vendor Coordinator responsibilities from Conference Development  
Changed all references under Membership Committee in various awards from "will be awarded" to "may be awarded" in the event that no award can be given due to lack of nominees or funding  
Moved Early Career Professionals to subcommittee of Membership Committee  
Added responsibilities of the International Subcommittee of Membership Committee  
Added responsibility to Communications Committee and its subcommittees per previous Board approvals  
Added Core Committee and responsibilities to the list of Standing Committees  
Pulled out AIA, CCPIO, CITOC, IJIS, IACA and NASJE and included them in "Partnership Committees and Liaison" section as a subset of Special/Ad Hoc Committees  
Added new section (10.0) on Non-Profit Status to match Articles of Incorporation  
Formatting and clean-up

NATIONAL ASSOCIATION FOR COURT MANAGEMENT

July 2017 Governance Committee	Add Resolutions and Strategic Plan Subcommittees Various formatting updates Clean-up of all Appendices using new standardized format
August 2017	Completed Operations Manual edits from Annual meeting Finalized appendices edits – Site selection, conference guidelines, travel reimbursement, McQueen Award, committee awards, nominations procedures
2019 Governance Committee	Completed Operations Manual edits from Annual meeting Updated information for Board members Updated information for Communications Committee Updated information for Core Committee to reflect change to Education Committee Reformatted entire manual
2021 Governance Committee	Membership Committee updates Eliminated missing sections and moved items up to fill Reviewed for compliance with potential virtual meeting Updated site URLs and references
2023 Governance Committee	Reformatted entire manual Clarified Purpose Added Diversity, Equity, and Inclusion (DEI) Mission, Vision, and Values Clarified Regular Member and Student Member Clarified Duties of Vice President, Secretary/Treasurer, Immediate Past President, Association Services Clarified Committee Structure Eliminated Education Committee Converted Conference Development to full committee (and clarified role) Converted CORE® to full committee (and clarified role) Converted Website Coordinator to subcommittee (and clarified role), Converted social media coordinator to subcommittee (and clarified role) Added DEI Committee Added Section 11 Regarding Amendment of the Operations & Procedures Manual As necessary, incorporated amendments to the Bylaws after passage during 2023 Annual Meeting
2024 Governance Committee	Addition of appendices regarding republication policy, sponsored webinar or article policy, and honoraria payments for webinar speakers. Complementary revision to responsibilities of Governance Committee. Address miscellaneous errata. Added flexibility of committee assignments for officers. Addition of Social Media Terms of Use Policy. Addition of Responsibility for NACM AI Guide. Addition of Social Media Posting Policy. Addition of NACM Style Guide. Addition of Membership Refund Policy.

## 13.0 Appendices

Approved 12/5/23

13.1 Appendix A: Republication Policy

## National Association for Court Management – Republication Policy

### Using Our Content

Thank you for your interest in the National Association for Court Management’s (NACM) materials. You are welcome to republish and redistribute our *Court Manager* articles, podcast episodes, videos, and *Court Express* newsletter posts free of charge, so long as you follow these guidelines. By republishing our content, you agree to these terms, our Privacy Policy, and our Terms of Use. NACM reserves the right to revoke republication permission at any time and for any reason.

### Republication Guidelines

- **Please include the author’s byline and a prominent attribution line mentioning that the article was originally published in a National Association for Court Management publication.** We must be listed as the original source, and you must link to the original URL. Specifically, credit should be listed as follows for online uses:
  - When republishing articles, you must credit *Court Manager*, NACM, and the authors.
  - When republishing videos and podcast episodes, you must reproduce production credits.
  - When republishing our *Court Express* newsletter, you must credit NACM.
- If you are republishing our material in print, follow the preferred crediting format:
  - Article post byline: Author name(s), *Court Manager*, NACM, [nacmnet.org](http://nacmnet.org)
  - *Court Express* post byline: Author name(s), *Court Express*, [nacmnet.org](http://nacmnet.org)
- If you republish one of our pieces online, **please link back to the original piece and include all hyperlinks from the original piece.**
- **Please do not edit our pieces** other than making minor changes to adhere to your publication’s preferred style guide. It’s OK to add serial commas if that’s what your newsrooms uses, for example. But please ask for permission to make major changes, including translations into other languages. Please address questions and requests to [CourtManager@nacmnet.org](mailto:CourtManager@nacmnet.org).
- **Please do not make changes to headlines** without asking for permission.
- Some of our longer pieces include graphics with story tips and other sidebar graphics directed toward journalists. You’re permitted to republish those pieces without including those graphics. It’s also OK to republish the graphics to include in your own stories. When posting about republished content on social media, please tag NACM’s official social media account(s) as applicable.
- **You do not have permission to sell our material separately.** For example, you may not print out articles and sell them as individual entities.

### When It's OK to Republish

We support the use of our content for a wide range of purposes:

- Non-commercial purposes: We follow the [Creative Commons](#) definition of non-commercial purposes, meaning uses which are not “primarily intended for or directed toward commercial advantage or monetary compensation.” We permit republication, so long as it's a not-for-profit use.

You may not suggest that the National Association for Court Management is offering an endorsement of you or your organization. You may not use our content in any fundraising communications.

This is a license to use our content in its original form, with certain permitted alterations outlined above. You may not edit, build upon, or repackage our content. You may not sell or redistribute our content to publishers or other third parties.

### Frequency of Republication

You are welcome to republish 12 or fewer pieces of our content in a calendar year. If you are interested in regularly republishing NACM content or would like to repurpose our content for a special project, please contact us at [CourtManager@nacmnet.org](mailto:CourtManager@nacmnet.org).

### Aggregators

Aggregation of our content and running the first few lines of our materials is allowed as long as we are credited and linked to.

### Image Copyright

This license does not apply to images within our content pages. It is your responsibility to procure appropriate image rights.

### Further Questions

Are there situations in which you wish to use our content that are not covered here? Contact us at [CourtManager@nacmnet.org](mailto:CourtManager@nacmnet.org).

Approved 12/5/23; Amended 6/4/24

13.2 Appendix B: Sponsored Webinar or Article Policy

**NACM Policy Regarding Sponsored Webinar or Article<sup>1</sup>**

NACM's ethical and professional obligations as an entity require that any sponsored webinar or article must be consistent with and further the interests of the organization.

I. Defining a Sponsored Webinar or Article

A webinar or article shall be deemed sponsored when it, in whole or in part, is an advertisement for the products or services of a specific vendor, company, or non-profit.

Any webinar or article that contains contact information for a specific vendor, company, or non-profit, shall be considered a sponsored webinar or article.

II. Number and Frequency of Sponsored Webinars or Articles

- A. Sponsored articles may not exceed one (1) per edition of the Court Manager; and
- B. Sponsored webinars may not exceed one (1) per calendar year, notwithstanding a separate agreement with NACM.

III. Ethics

NACM acknowledges potential ethical concerns with authorizing sponsored webinars or articles. Accordingly, strict adherence to this policy is necessary.

IV. Disclaimer

A sponsored article shall be clearly designated as such at the top of every page of the article.

A sponsored webinar shall be clearly designated as such in any and all materials promoting the webinar in advance of the webinar, during the introductory section of the webinar, and in and on any recording posted on the NACM website.

V. Selection and Content

The NACM Communications Committee Chair retains complete discretion in the selection or non-selection of a proposed sponsored webinar or article, and shall make such decision based on a determination that will further the interests of NACM. In addition, the Communications Committee Chair retains editorial discretion to work with the entity proposing a sponsored webinar or article to revise content to further the interests of NACM.

VI. Ownership of Content

Any webinar or article that is presented by or on behalf of NACM becomes the property of NACM, and NACM will thereafter retain republication rights. Requests to republish sponsored media will then be subject to NACM's Republication Policy.

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<sup>1</sup> This policy may be amended by the Board at any time.

Approved 12/5/23

13.3 Appendix C: Honoraria Payments for Webinar Speakers Policy

**NACM Policy Regarding Honoraria Payments for Webinar Speakers<sup>2</sup>**

- I. Webinar Speakers Eligible for Honoraria
  - a. A featured speaker in a NACM webinar may be eligible for honoraria payment from NACM if all of the following apply:
    1. the speaker agrees (with NACM based upon the speaker's proposal to NACM that is reviewed by the subject matter committee chair, Communications Committee Chair, Secretary/Treasurer, and President) to undertake one or more hours for preparation, one or more hours for the webinar, and one or more hours after the webinar to wrap-up any necessary follow up, including revision or provision of materials presented during the webinar; and
    2. the speaker for a NACM webinar is not otherwise compensated by NACM for the webinar.
  - b. Notwithstanding the above, a featured speaker in a NACM webinar is not eligible for an honoraria payment from NACM if:
    1. the speaker is employed by a federal, state, local, or tribal court or court system, or are an employee of a federal, state, local, or tribal government; or
    2. the speaker is grant-funded to provide webinars on the same topic.
- II. Amount of Honoraria
  - a. The standard range of an honoraria payment shall be \$500 to \$1,500.
  - b. The NACM Communications Committee Chair shall recommend to the President the exact amount within the standard range based on, as the NACM Communications Committee Chair deems appropriate: an assessment of the speaker's contributions to the webinar, the webinar's contribution to NACM's mission, the notoriety of the speaker, any extraordinary preparation, or other circumstances.
- III. Discretion
  - c. Notwithstanding the above, the NACM Communications Committee Chair may recommend to the President:
    1. that the totality of the circumstances do not warrant an honoraria payment; or
    2. a specific amount of honoraria higher than the standard range.

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<sup>2</sup> This policy may be amended by the Board at any time.



Approved 4/4/24

13.4 Appendix D: Social Media Terms of Use Policy

The National Association for Court Management's (NACM) social media sites are provided on an "as is" and "as available basis." These sites are open forums; thus, NACM makes no representations or warranties of any kind, expressed or implied, regarding the accuracy, validity, reliability, or completeness of any information on these sites. NACM will not be liable for any incidental, direct, indirect, actual, consequential, special, exemplary, punitive, or other damages stemming from use of these sites.

When engaging with NACM through social media, you agree to adhere to these Terms of Use. NACM may delete non-compliant content and may suspend or terminate your access to the services should we believe that you, your content, or your use violate these Terms of Use.

The Terms of Use include:

- Vulgar, obscene, pornographic, or indecent comments or submissions are not permitted.
- Content or comments that are abusive, threatening, offensive, harassing, invade the privacy of others, defame anyone or any organization, or that suggest or encourage illegal activity are prohibited.
- Behavior that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, gender identity, or sexual orientation will not be tolerated.
- Content posted by persons whose profile picture or avatar, username or e-mail address contains any of the aforementioned prohibited conduct will not be allowed.
- Content should be related to the subject matter of the social media site where it is posted.
- Solicitations and advertisements are not allowed. This includes promotion or endorsement of any financial, commercial or non-governmental agency.

Similarly, NACM does not permit attempts to defame or defraud any person or financial, commercial or governmental agency.

Participation is at your own risk.

The appearance of external links on these sites does not constitute an official endorsement on behalf of NACM.

NACM reserves the right to untag itself from any social media post on which it has been tagged, regardless of whether the post violates the Terms of Use.

Contact Information: [nacm@ncsc.org](mailto:nacm@ncsc.org)

Approved: June 4, 2024

### 13.5 Appendix E: NACM Social Media Posting Policy

#### General Policy:

1. NACM will place appropriate messages and information online using social media platforms.
2. NACM members are reminded to comply with the NACM Code of Conduct when placing or commenting on content on NACM social media sites.
3. NACM will maintain organizational groups and accounts within the various social media platforms that are the responsibility of the Communications Committee.
4. The NACM Social Media Lead and/or backup or Social Media subcommittee designee will act as the moderator for each social media platform under the oversight of the Communications Committee.
5. The Communications Committee in conjunction with the Social Media Subcommittee will evaluate metrics on usage and effectiveness of each social media tool to ensure we are reaching our audience effectively.

#### Guidelines:

1. There is no such thing as delete on the internet, so think before you post.
2. Carefully consider what should be posted for items where emotions may run high such as politics and religion.
3. Members should not post personal or confidential information about their court or the association.
4. Make sure any content you submit for posting is about your areas of expertise or you have done substantial research on the topic.
5. Just because something is online doesn't mean it's OK to copy it.
6. Be respectful and considerate of others when posting or replying. No trolling, troll baiting or flaming anyone.
7. Consider content that is open-ended and invites responses.
8. Share with followers the things you are learning and doing so others can learn from your experiences.
9. Pause. If you are about to publish something that makes you even the slightest bit uncomfortable, pause and review the guidelines before submitting it. Trust your instincts.
10. If you mess up, be the first to correct it and be clear what you've done to fix it. The Communications Committee can help you triage a bad comment or post.
11. Don't respond to offensive or negative posts, there's no winner in that game.
12. Make sure your efforts to be transparent do not violate your organization's privacy, confidentiality, and any applicable legal guidelines for external communication. All statements must be true and not misleading, and all claims must be substantiated and approved.
13. Occasionally typos will happen when creating posts or making comments. In some platforms you can make a simple correction, others require the posting to be deleted. The severity of the mistake may help you determine which option you should take.
14. Social Media widgets should be included in all NACM communications.

#### Procedures:

The Communications Committee is responsible for posting on social media sites through the use of the Social Media Subcommittee.

The Social Media Coordinator will be responsible for adding certain appropriate content to NACM's social media platforms as well as encouraging other members to post information. This person may remove

slanderous comments or postings from the platform after notifying the Chair of the Communications Committee without prior approval; however, if a comment or posting isn't immediately identifiable as slanderous, the moderator will notify the Communications Committee Chair via email of the content for a committee decision on its removal.

Members wishing to have content posted on one or more social media tools should email the content to the Social Media designee for posting.

The Social Media designee will review the content for appropriateness and either post or inquire further with the requestor and the Chair if in doubt.

If members find inappropriate content or comments bring it to the attention of the Social Media subcommittee.

Form:

[Social Media Promotion Request Form – National Association for Court Management \(nacmnet.org\)](https://nacmnet.org)

Approved: June 4, 2024

13.6 Appendix F: NACM Style Guide

The NACM Style Guide provides the NACM colors and logo files for use as deemed appropriate by NACM Board. This Guide is publicly available at: <https://nacmnet.org/resources/style-guide/>.