



ANNUAL BOARD MEETING

Saturday, July 9, 2022

ROOM 101 B

9:00 am – 4:30 pm CT

Board Book available on [Board Page](#)

AGENDA

1. **President's Report** (30-45 minutes) *Kathy Griffin*
 - a. Approval of June 7 Board Meeting Minutes (**Action Item**)
 - b. Overview of the Officers meeting
2. **President-Elect's Report** (20 minutes) *Jeffrey Tsunekawa*
 - a. Conference Updates (incl. safety protocols and emergency plan)
3. **Vice President Report** (15 minutes) *Rick Pierce*
 - a. Education Committee Report
 - i. Core Champion Pilot (**Action Item**)
 - ii. Core Champion Program Visioning/Future
4. **Secretary/Treasurer's Report** (20 minutes) *Tina Mattison*
 - a. Review of current financials
 - b. Future SJI Grants – honorarium and speaker travel (how much are plenary speakers, how many people do we want to pay honorarium to, how much should we request from SJI?)
5. **Immediate Past President's Report** (15 minutes) *T.J. BeMent*
 - a. Past President's Report
 - b. DEI Committee Report
6. **Governance Committee** (20 minutes) *Angie VanSchoick*
 - a. Bylaw Revision (**Action Item**)
 - i. <https://docs.google.com/document/d/1TZUFvPZgw0OgYRZuIC9R4PWYz1cl1dmQ/e/dit?usp=sharing&ouid=104928597192915013861&rtpof=true&sd=true>
 - b. Resolution Process
7. **Membership Services** (20 minutes) *Brandon Kimura & Cheryl Stone*
 - a. Membership Report
 - i. Membership Survey
 - ii. Membership Campaign (**Action Item**)
 - b. State Associations Report
 - i. Expansion of Core Champion program to State Associations (**Action Item**)



- | | |
|---|---------------------|
| 8. Communications Committee (15 minutes) | <i>Jeff Chapple</i> |
| a. Communications Report | |
| i. Online Publications (Action Item) | |
| 9. NCSC Update | <i>Mary McQueen</i> |
| 10. 2023-2025 Strategic Projects (30 minutes) | <i>All</i> |
| 11. Partner Reports & Updates* (15-20 minutes) | |
| 12. New Business/Open Discussion | <i>All</i> |
| 13. Executive Session (if needed) | <i>All</i> |
| 14. Adjourn | |

***NOTE – Will break for lunch at approximately 12PM and will be joined by partners at 2PM. Will return to agenda after reports from partners.**



National Association for Court Management

Strengthening Court Professionals

Board CONFERENCE CALL Tuesday, June 7, 2022, 2:00 pm EST

Present: Kathy Griffin, Jeffrey Tsunekawa, Rick Pierce, Tina Mattison, TJ BeMent, Greg Lambard, Jeff Chapple, Angie VanSchoick, Dorothy Howell, Brandon Kimura, Kent Pankey, Kelly Hutton, Roger Rand

NCSC Staff: Jude DelPreore, Jennifer Haire, Jesse Rutledge

Call to Order: President Kathy Griffin called the meeting to order at 2:04pm

Approval of April 7th minutes. No motion needed. Accepted.

1. **President – Kathy Griffin**

Welcome! 5 weeks to Milwaukee.

Kathy thanks everyone for the great job of strengthening partnerships, NCJFJC and others. Curriculum is about to be rolled out. 5 projects have been worked on with these organizations. Blueprint for Racial Justice, thanks for those serving on the committees. TJ working on the #WeToo Grant. Accomplished the goal of working with partners, so thank you. Committee chairs need to start thinking of preparing for the next chair turnover. The turnover templates are in the box folder. Thank you to all committee chairs who submitted names for the Lady Justice pins. Final board materials need to be sent to Jennifer or Shay by June 29th. Nicole Waters, NCSC joined the call to discuss the new court statistics “The Census of State Courts” to create a listing of all state courts grant application opportunity to apply in conjunction with COSCA and NACM. Paul DeLosh, past NACM President, has volunteered to serve. Kathy motioned to partner and apply for the grant through NCSC. Greg inquired if they could look at the application prior. There is a link to the document that was shared. Greg seconded motion. Motion passed.

Member inquired if NACM would be issuing a statement about the gun violence. It was discussed with the Officers. TJ suggested it be included in the State of the Profession during Annual. Roger suggested “making space” to recognize members losses. Potentially offering a moment of silence. There was a [judge in Wisconsin](#) that was killed in his home last week.

2. President-Elect – Jeffrey Tsunekawa

Currently at 462 total registrants. Met attrition at Hyatt, Hilton is 70% and we are at 60% currently. Cut off is June 17th. Potentially cutting off Hyatt and pushing folks to Hilton. Keynote, Paul Krisner, created promo video and it's posted on the conference website page. Box folder, Annual, 2022 Milwaukee, working on onsite announcements. All drafts are in box. Please review and let Jeffrey know what edits need to be made. Committee chairs need to review your slide during the business meeting. DEI is now included as a slide. For all the individuals who are receiving the Lady Justice pins, Jeffrey has all photos of awardees. Jeff is working with Val on the Harley Davidson social event. It's about a mile from the Convention Center. NACM will rent 2 trolleys (20-30ppl) for transport back and forth every 15 minutes. Advertising that badges need to be worn at all times. Sponsor for the band at the museum. Membership committee has finalized the Awards for the conference. Perkins, Award of Merit and ECP are all great recipients! Committee chairs need to run their meetings, the meeting schedule is attached in the agenda.

Val and Jeffrey did a site visit of the JW Marriott in Tampa last week for 2023 Annual. Since it wasn't built when they booked, this was the first time they have seen the property. The Tampa Marriott will also be a part of the amenity program.

Most of the board is at the Hilton.

3. Vice President – Rick Pierce

Presented themes for 2023. Presented to Education committee last week. Fulfilling the *Promise of Justice in America – overall theme for 2023*

2023 Midyear – Preserving the CORE: It's all About Justice

2023 Annual – Hold the Rope: Fulfilling the Promise of Justice for all through Connection

2023-2025 Strategic plan is done. The fall board meeting, Tampa, September 30-October 1, will include strategic projects. Rick will send to Shay to post on the website.

4. Secretary/Treasurer – Tina Mattison

NACM's checking account is \$432,870 with the following bills to be paid this week:

\$75K F&B deposit to the Center

\$30,952 NCSC payment

\$5,400 Water bottles

\$1650 Table rentals for Harley Davidson

About \$113K in payments this week, with \$11,770 in additional deposits.

5. Immediate Past President/DEI – TJ BeMent

A good turnout at Annual Conference, slides will be noted with who is in attendance. Nominations are still open for a bit longer. TJ will finalize nominations panel. DEI committee has done some good work, with Jesse's report on DEI guide. Rick and Sara Brown Clark are working on webinars. Working on a book host "coffee" talk".

6. Communications Committee – Jeff Chapple, Greg Lambard

Behavioral health Guide was sent out and some have responded. It will go back to working group and finalized. It will be out prior to the conference, and it will be presented on at the conference.

Podcast advertising contract – Met with Peter. Committee decided to move forward with a contract, which has been sent to board for approval. Contract starts in August with an annual review. Greg motioned to approve; Rick seconded. Motion passed. Amy McDowell, NCSC, will review now.

Sponsored webinar from Tyler will be on June 17th.

7. Governance Committee – Angie VanSchoick

Working on the State of the Profession, will reach out to get some information from Board. Attendees will have the option to vote on amendments via app as well as in person.

8. Membership Committee – Dorothy Howell

1642 people were sent the membership survey. Dorothy will have a report ready for the Annual Conference. 103 responses were received. Some suggestions included having East vs West coast. Milwaukee Justice Center is the charity, they will be there Thursday at the conference. Dorothy or Stacey will not be there. 2022 swag is on Amazon, but it has to be published before it can go live. Jennifer to text Erin to see if we can "publish" Rick will host first time attendee and ECP receptions together. Jeffrey suggested it's more effective that a person comes to discuss their charity. Fundraiser will be at the social event to include bean bag toss.

9. NCSC Report – Jesse Rutledge

Refunding of the SJI grant funds, DEI guide potentially that would be completed jointly with NCSC and NACM. Discussions of how we will staff it on the NCSC. DEI speakers are very expensive. Potentially use some of those funds to use for a keynote speaker for 2023 Annual. Staff support of NCSC, Val, Stacey, Erin, Shay will be there the entire time at Annual. Jennifer will be there Friday evening – Tuesday AM, Mary will be there on Saturday at the board meeting, Jesse will be there Sat – Monday.

10. Other Business

Dorothy Howell announced she is retiring from NJ by end of July but is ready for her next adventure in the courts.

Kathy is working on a board activity for Saturday night at Annual.

Tina asked about having a raffle at committee meetings. They could win swag to encourage attendance Tina is volunteering to donate.

11. Adjourn

Meeting adjourned at 3:32pm for Executive Session



National Association for Court Management
Strengthening Court Professionals

Education Committee Progress Report Form – 2021-2022

	Report	Due Date	Submission Date			
	Fall Progress Report	September 20, 2021				
	Midyear Progress Report	January 24, 2022	February 3, 2022			
x	Annual Progress Report	June 2022	June 25, 2022			
Project	Project Status	Strategic Priority? (Yes/No)	Discussion Needed? (Yes/No)	Board Action Needed? (Yes/No)	If Yes to discussion or action, please describe what needed	
Curriculum review of court governance	Completed	Yes	No	No		
CORE Champion Pilot	Completed	Yes	Yes	Yes	1.Taking it out of pilot status. 2.Discussion regarding allowing other entities to develop and offer CORE sessions for credit in Champion program	
Core Website Updates	For next year	Yes	No	No		
Adding Core Champion Program to Member Page	For next year	Yes	No	No		
Conference Development	2023 Conference themes finalized	Yes	No	No		

Conference Development	Annual Conference finalized.	Yes	No	No	
Conference Development	Midyear Conferences and future conference site(s) and visits	No	Yes	No	

Time needed at meeting for Committee report: 15 minutes

Submitted by: Rick Pierce

Date: 6-25-22

**National Association for Court Management
Financial Statements
May 31, 2022**

National Association for Court Management
Statement of Financial Position
As of May 31, 2022

ASSETS

Current Assets	
Cash and Cash Equivalents	\$ 378,636
Investments	595,485
TOTAL ASSETS	<u>\$ 974,121</u>

LIABILITIES & NET ASSETS

Liabilities	
Accounts Payable	\$ 364
Total Liabilities	<u>364</u>
Net Assets	
Without donor restriction	
Unrestricted	967,243
Board Designated - Special Projects Fund	6,514
Total Net Assets	<u>973,757</u>
TOTAL LIABILITIES & NET ASSETS	<u>\$ 974,121</u>

These financial statements have not been subjected to an audit, review or compilation engagement, and no assurance is provided on them.

The accompanying notes are an integral part of these financial statements.

National Association for Court Management
Statement of Activities
For the Five Months Ended May 31, 2022

	Annual Conference	Midyear Conference	Communications	Membership	NCJFCJ	Special Project Fund	General Operations	Total YTD
4000 · Membership Dues/Regular	\$ -	\$ -	\$ -	\$ 78,502	\$ -	\$ -	\$ -	\$ 78,502
4005 · Membership Dues/Associate	-	-	-	4,515	-	-	-	4,515
4010 · Membership Dues/Sustaining	-	-	-	1,000	-	-	-	1,000
4015 · Membership Dues/Retired	-	-	-	885	-	-	-	885
4025 · Membership Dues/Student	-	-	-	175	-	-	-	175
4030 · Membership Dues/DUAL	-	-	-	10,810	-	-	-	10,810
4050 · Scholarship Fund	-	-	-	-	-	49	-	49
4070 · Interest Income/Regular	-	-	-	-	-	-	8	8
4090 · Fees and Registrations	164,275	92,290	-	-	-	-	-	256,565
4100 · Social/Other Income	2,975	435	-	-	-	-	-	3,410
4110 · Vendor Income	149,800	84,825	-	-	-	-	-	234,625
4120 · Sponsorship Income	51,400	-	-	-	-	-	-	51,400
4130 · Grant Income	10,604	35,534	-	-	62,184	-	-	108,322
4140 · Advertising Income	-	-	3,905	-	-	-	-	3,905
4150 · Publication Sales	-	-	315	-	-	-	-	315
Total Revenue	379,054	213,084	4,220	95,887	62,184	49	8	754,486
Expense								
5100 · Travel/General	-	343	-	-	-	-	18,092	18,435
5105 · Travel/President	-	-	-	-	-	-	5,925	5,925
5120 · Travel/Site Visit	-	-	-	-	-	-	828	828
5125 · Travel/Association Serv.	-	-	-	-	-	-	8,275	8,275
5130 · SJI Speaker Travel	-	5,063	-	-	-	-	-	5,063
5200 · Honoraria	11,725	12,608	-	-	-	-	-	24,333
5300 · Conference Expenses	17,798	9,394	-	-	-	-	-	27,192
5310 · Food and Beverages	-	44,219	-	-	-	-	1,685	45,904
5320 · Audio Visual	-	28,644	-	-	-	-	-	28,644
5400 · President's Discretionary	-	1,336	-	-	-	-	180	1,516
6010 · Webinars	-	-	-	-	-	-	1,627	1,627
6200 · Postage	-	-	-	-	-	-	177	177
6300 · Printing/Photocopying	-	-	2,830	-	-	-	-	2,830
6500 · Insurance Expense	3,130	1,571	-	-	-	-	-	4,701
6600 · Consultant	-	-	-	-	62,184	-	1,387	63,571
6700 · Website Devp/Internet Exp	-	-	-	-	-	-	3,523	3,523
6800 · Credit Card Fees	-	-	-	-	-	-	7,660	7,660
6810 · Licenses & Fees	143	-	-	-	-	-	25	168
6820 · Admin Supp/Contract Fee	-	-	-	-	-	-	126,635	126,635
7000 · Grant Match-Travel	-	1,459	-	-	-	-	-	1,459
7010 · Grant Match-Honorarium	-	2,000	-	-	-	-	-	2,000
7020 · Grant Match-Audio Visual	-	28,644	-	-	-	-	-	28,644
7030 · Grant Match-Admin Support	-	-	-	-	-	-	28,125	28,125
6900 · Other Expenses	-	-	-	495	-	-	-	495
Total Expense	32,796	135,281	2,830	495	62,184	-	204,144	437,730
Change in Net Assets from Operations	346,258	77,803	1,390	95,392	-	49	(204,136)	316,756
Investment Income (Net of Fees)	-	-	-	-	-	-	1,316	1,316
Unrealized Gains/(Losses) on Investment	-	-	-	-	-	-	(108,156)	(108,156)
Change in Net Assets	\$ 346,258	\$ 77,803	\$ 1,390	\$ 95,392	\$ -	\$ 49	\$ (310,976)	209,916
Net Assets at beginning of year								763,841
Net Assets at end of year								\$ 973,757

These financial statements have not been subjected to an audit, review or compilation engagement, and no assurance is provided on them.
The accompanying notes are an integral part of these financial statements.

**National Association for Court Management
Notes to Financial Statements
For the Five Months Ended May 31, 2022**

Departures from Generally Accepted Accounting Principles (GAAP)

For the annual audit, National Association for Court Management (NACM) prepares financial statements and disclosures in compliance with generally accepted accounting principles (GAAP). For interim reporting, management has determined that the additional cost to prepare fully GAAP compliant interim financial reports outweighs the benefits and prefers to use the savings to support programmatic and operational expenditures. As a result, certain GAAP requirements are not incorporated in the interim financial statements. This is an acceptable and common practice used for the purpose of interim financial reporting for nonprofit organizations. The following lists the significant departures from GAAP for this set of interim financial statements:

1. Substantially all disclosures have been omitted.
2. The Statement of Cash Flows has been omitted.
3. Conference and membership dues revenues for the current year are recognized when received. Conference expenses for the current year are recognized when paid.
4. The Statement of Activities does not show functional expenses and we are not presenting a statement a functional expense. The Statement of Activities also does not show restricted net assets presented separately.

If the above departures from U.S. GAAP were included in the financial statements, they might influence the user's conclusions about the Organization's financial position, changes in net assets, and cash flows. Accordingly, these financial statements are not designed for those who are not informed about such matters.

These financial statements have not been subjected to an audit, review or compilation engagement, and no assurance is provided on them.

The accompanying notes are an integral part of these financial statements.

**National Association for Court Management
Supplemental Report
May 31, 2022**

National Association for Court Management
Budget vs Actual
For the Five Months Ended May 31, 2022

	YTD	Annual Budget	Variance	% Budget
Revenue				
4000 · Membership Dues/Regular	\$ 78,502	\$ 161,865	\$ (83,363)	48%
4005 · Membership Dues/Associate	4,515	16,875	(12,360)	27%
4010 · Membership Dues/Sustaining	1,000	4,000	(3,000)	25%
4015 · Membership Dues/Retired	885	2,500	(1,615)	35%
4025 · Membership Dues/Student	175	175	-	100%
4030 · Membership Dues/DUAL	10,810	12,650	(1,840)	85%
4050 · Scholarship Fund	49	3,000	(2,951)	2%
4065 · Donations/Other	-	90,000	(90,000)	0%
4070 · Interest Income/Regular	8	-	8	0%
4090 · Fees and Registrations	256,565	611,750	(355,185)	42%
4100 · Social/Other Income	3,410	10,000	(6,590)	34%
4110 · Vendor Income	234,625	134,750	99,875	174%
4120 · Sponsorship Income	51,400	70,000	(18,600)	73%
4130 · Grant Income	108,322	285,850	(177,528)	38%
4140 · Advertising Income	3,905	13,000	(9,095)	30%
4150 · Publication Sales	315	850	(535)	37%
Total Revenue	754,486	1,417,265	(662,779)	53%
Expense				
5100 · Travel/General	18,435	70,461	(52,026)	26%
5105 · Travel/President	5,925	12,500	(6,575)	47%
5110 · Travel/Officer	-	1,500	(1,500)	0%
5120 · Travel/Site Visit	828	2,000	(1,172)	41%
5125 · Travel/Association Serv.	8,275	20,081	(11,806)	41%
5130 · SJI Speaker Travel	5,063	15,500	(10,437)	33%
5200 · Honoraria	24,333	15,000	9,333	162%
5300 · Conference Expenses	27,192	43,248	(16,056)	63%
5310 · Food and Beverages	45,904	286,211	(240,307)	16%
5320 · Audio Visual	28,644	72,000	(43,356)	40%
5400 · President's Discretionary	1,517	2,500	(983)	61%
5600 · Scholarships	-	6,410	(6,410)	0%
5650 · Awards	-	650	(650)	0%
5700 · Presidents Gifts	-	400	(400)	0%
6010 · Webinars	1,627	1,632	(5)	100%
6200 · Postage	177	3,550	(3,373)	5%
6300 · Printing/Photocopying	2,830	12,625	(9,795)	22%
6400 · Office Supplies	-	200	(200)	0%
6500 · Insurance Expense	4,701	7,500	(2,799)	63%
6600 · Consultant	63,571	177,258	(113,687)	36%
6610 · Audit Fee	-	10,000	(10,000)	0%
6700 · Website Devp/Internet Exp	3,523	8,070	(4,547)	44%
6800 · Credit Card Fees	7,660	20,000	(12,340)	38%
6810 · Licenses & Fees	168	700	(532)	24%
6820 · Admin Supp/Contract Fee	126,635	401,428	(274,793)	32%
6900 · Other Expenses	495	-	495	0%
6950 · Depreciation	-	4,500	(4,500)	0%
7000 · Grant Match-Travel	1,459	15,500	(14,041)	9%
7010 · Grant Match-Honorarium	2,000	10,000	(8,000)	20%
7020 · Grant Match-Audio Visual	28,644	72,000	(43,356)	40%
7030 · Grant Match-Admin Support	28,125	67,500	(39,375)	42%
Total Expense	437,730	1,360,924	(923,194)	32%
Change in Net Assets from Operations	316,756	56,341	260,415	
Investment Income (Net of Fees)	1,316	-	1,316	
Unrealized Gains/(Losses) on Investment	(108,156)	-	(108,156)	
Change in Net Assets	\$ 209,916	\$ 56,341	\$ 153,575	



National Association for Court Management

Strengthening Court Professionals

Diversity, Equity & Inclusion Committee Progress Report Form – 2021-2022

	Report	Due Date	Submission Date
	Fall Progress Report	September 20, 2021	
	Midyear Progress Report	February 2022	
X	Annual Progress Report	June 2022	

Project	Project Status	Strategic Priority? (Yes/No)	Discussion Needed? (Yes/No)	Board Action Needed? (Yes/No)	If Yes to discussion or action, please describe what needed
Establish new Committee	Complete	YES	NO	NO	
Develop values, vision, mission and objectives	Complete	YES	NO	NO	
Install diversity, equity and inclusion into all governance and committee structures.	Ongoing	YES	NO	NO	
Initiate DEI Guide	Fall 2022	MAYBE	NO	NO	
Increase DEI awareness through social media outreach, webinars	Ongoing	YES	NO	NO	
Liaison with DEI Collaborative partnership	Ongoing	YES	NO	NO	
#WeToo Curriculum	September 2022	NO	NO	NO	

Time needed at meeting for Committee report: 10 minutes

Submitted by: T.J. BeMent

Date: June 22, 2022



National Association for Court Management

Strengthening Court Professionals

Governance Committee Progress Report Form – 2021-2022

	Report	Due Date	Submission Date
	Fall Progress Report	September 20, 2021	
	Midyear Progress Report	January 24, 2022	
x	Annual Progress Report	June 29, 2022	June 29, 2022

Project	Project Status	Strategic Priority? (Yes/No)	Discussion Needed? (Yes/No)	Board Action Needed? (Yes/No)	If Yes to discussion or action, please describe what needed
Bylaw Revision		Yes	Yes	Yes	Do we want membership to vote on this during the conference? Slide to tally in real time created...
Operation Manual	Ongoing – update whole manual in 2023 for revising all policies and attachments	No	No	No	
Resolution Processes	Review resolution flow in regards to how we create, accept, etc resolutions from CCJ/COSCA	No	Yes	No	

Time needed at meeting for Committee report: 20

Submitted by: Angie VanSchoick

Date: June 29, 2022

**BYLAWS
OF
NATIONAL ASSOCIATION FOR COURT MANAGEMENT**
(a Virginia nonstock corporation)

Amended July ~~2019~~2022

ARTICLE I
Mission & Vision

Section 1. **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.

Section 2. **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 throughout NACM.

ARTICLE II
Secretariat

Section 1. The Board of Directors may obtain Secretariat Services to assist in the management of the association. The Secretariat shall serve at the pleasure of the Board. While so acting, it shall be the primary staff resource to the Board and the Association. The Secretariat staff member assigned to the Board, with the Board's approval, will at the direction of the President, serve in such capacity as determined by the contract or memorandum of understanding.

ARTICLE III
Members

Section 1. **Classes of Members.** The corporation shall have the following classes of members:

a. **Regular Member** - Any person who works in a court or government setting; e.g., serving as clerk of court, court administrator or in any court management, court education, court research or judicial officer capacity may become a Regular Member upon the payment of dues. Regular Members may vote, hold office, and serve on committees.

b. **Associate Member** - Any consultant or vendor or other person that 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.

c. **Student Member** - Any new member enrolled full-time 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.

d. **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 vote and may serve on committees but may not hold office.

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

f. **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.

Section 2. **Voting Rights.** The right to vote shall be limited to Regular, Honorary, and Retired Members in good standing. Each Regular, Honorary, and Retired Member shall be entitled to one vote on each matter submitted to a vote of the members at any general business meeting.

Section 3. **Voting by Mail.** Voting by mail (electronic or otherwise) shall be permitted only at special meetings of members and only upon the matters for which the special meeting is called. An appropriate ballot shall accompany the notice of the special meeting. The ballot must be signed by a member eligible to vote and be delivered to the Secretariat before or at the special meeting. Voting by proxy is prohibited.

Section 4. **Substitution of Membership.** When public funds have been expended for payment of dues for an individual and such individual leaves his or her position, another person within the same court may become a member upon approval of the Secretariat as directed by the Board.

Section 5. **Dues.**

- a. Annual dues for membership classifications shall be established by the Board.
- b. A member whose dues are not current at the time of the annual meeting shall not be entitled to vote. The membership of those members who fail to pay their dues or other Association charges for programs, services, or materials by the member's anniversary date, shall automatically be terminated. If a member is terminated for nonpayment of dues, a new Membership Application Form must be completed in order to reinstate the membership.

ARTICLE IV

Officers

Section 1. **Officers and Election.** The Officers shall be: President, President Elect, Vice President, Secretary/Treasurer, and Immediate Past President. All Officers with the exception of the Immediate Past President shall be elected at the annual meeting of members. They must be Regular members of the Association.

Section 2. **Terms.**

- a. Officers shall serve one year terms or until their successors are elected.
- b. Newly elected Officers shall take office at the close of the annual meeting at which they are sworn in. The term shall end at the close of the following annual meeting.
- c. An Officer may not serve a consecutive term in the same Officer position. A member appointed to complete the unexpired term of a vacant Officer position is eligible to interview for said Officer position with the Nominations Committee the following year.

Section 3. **Vacancies.**

- a. A vacancy in the office of President will be filled by the President Elect who shall complete the unexpired term and be eligible for election to his or her own term as President.
- b. A vacancy in an office other than that of President will be filled by the affirmative vote of a majority of the remaining Officers and Directors at the next regularly scheduled Board meeting. Persons so appointed shall serve until the next annual meeting.

Section 4. **President.** It shall be the duty of the President to preside at annual or special meetings of the Association and of meetings of the Board to appoint committees as set forth in Article VIII; and to carry out the purposes of the Association.

Section 5. **President Elect.** It shall be the duty of the President Elect to assist the President in the discharge of his or her duties and, in the President's absence, to assume the full responsibilities of that office.

Section 6. **Vice President.** It shall be the duty of the Vice President to assist the President Elect in the discharge of his or her duties and, in the absence of the President Elect, to assume his or her full responsibilities and duties, as well as those pertaining to the office of President should the necessity arise.

Section 7. **Secretary/Treasurer.** It shall be the duty of the Secretary/Treasurer to make a record of the proceedings of the Association's annual meeting; to advise the President of all official correspondence received addressed to the Association; to prepare and send all correspondence on behalf of the Association when so directed by the President or by the Board; to assure that corporate reports required by state and federal statutes are prepared and filed; to assure that an accurate record of the membership of the Association is kept; to assure that certificates are furnished to new members of the Association upon receipt of their application and dues; to review all financial reports prepared by the Secretariat and report any discrepancies to the Secretariat and the President; to ascertain that all funds of the Association are deposited in the name of the Association, in a bank designated by the Board; to provide that a financial report is presented at the annual meeting showing all monies on hand at the beginning of the new term, monies received and expended, from who and for what, during the past term; and in all ways to assist the President and other Officers of the Association in the discharge of their duties.

Section 8. **Immediate Past President.** It shall be the duty of the Immediate Past President to assist the President during the transition period and to serve as an advisor throughout the term of the President. The Immediate Past President shall also chair the Nominations Committee and the Past Presidents Committee.

ARTICLE V

Directors

Section 1. **Number.** There shall be nine Directors who are regular members, elected by the members at the annual meeting, to serve staggered three-year terms as follows: three (3) Directors shall be elected in 2019 and every three years thereafter, three (3) Directors shall be elected in 2020 and every three years thereafter, and three (3) Directors shall be elected in 2021 and every three years thereafter.

Section 2. **Terms.**

- a. Directors shall serve three year terms or until their successors are elected.
- b. Newly elected Directors shall take office at the close of the annual meeting at which they are sworn in. The term shall end at the close of the annual meeting of the final year of their term.
- c. Directors may not serve consecutive terms unless appointed to complete the unexpired term of a vacated position.

Section 3. **Vacancies.**

- a. The Board, by majority vote, shall determine when a vacant Director position will be filled.
- b. Any vacancy in the position of Director may be filled by the affirmative vote of a majority of the remaining Officers and Directors at the next regularly scheduled Board meeting. Persons so appointed shall serve until the close of the annual meeting.

Section 4. **Change in Number of Directors.** The number of Directors may be changed only by amendment of the Bylaws. No decrease in the number of Directors shall have the effect of shortening the term of any incumbent Officer or Director.

ARTICLE VI

Board

Section 1. **Composition.** The Board shall consist of Directors and Officers.

Section 2. **Management.**

- a. The Board shall supervise the affairs of the Association and shall take measures for its growth and to carry out its purposes. The Board shall transact all business of the Association between annual business meetings and shall report thereon at the annual meeting of members.
- b. Unless otherwise directed by the membership, items in which the Board has full authority to act on behalf of the Association include, but are not limited to, the following:
 - Program plans and budgets;
 - Position statements; and
 - Applications for grants and contracts.
- c. The Board shall present the previous year's budget with amendments to the membership at each annual meeting.
- d. The Board shall adopt a budget for the forthcoming fiscal year prior to the commencement of such fiscal year.

Section 3. **Board Meetings.**

- a. The Board shall hold four regular ~~in-person~~ meetings in each conference year (the conference year being: from the close of the annual meeting to the close of the following annual meeting): one regular midyear meeting at the call of the President, on not less than thirty (30) ~~days-noticed~~ days' notice, at the site of the next scheduled annual conference; a second regular midyear meeting immediately prior to and in conjunction with the midyear conference, without notice; and two regular meetings,

one immediately prior to, and one immediately following, the annual meeting of members, without notice.

- b. In addition to the four regular ~~in-person~~ meetings set forth in Article VI, Section 3, subparagraph a, the Board shall also hold a minimum of three regularly scheduled conference call meetings in each conference year. The schedule of the conference call meetings is at the discretion of the President.
- c. Special meetings of the Board shall be held at the call of the President or at the written request of a majority of the members of the Board, on ten (10) ~~days notice~~ days' notice.
- d. Should a meeting be called or convened without notice, a Board member may provide a written waiver of notice, whether signed before or after the meeting. The attendance of a Board member at a meeting waives notice of the meeting unless the Board member attends for the express purpose of objecting that the meeting was not duly called or convened.
- e. A majority of the entire Board shall constitute a quorum. Action of the Board shall require the affirmative vote of a majority of those present at any properly constituted meeting at which a quorum is present, except where more than the vote of a majority of a quorum is required by these Bylaws. Action without a meeting may be taken by the signed consent of all Directors and Officers. Officers and Directors may participate in a meeting by means of a conference telephone call, and such telephonic participation shall constitute presence in person at such meeting.
- f. All Board Meeting Minutes shall be available for viewing by the Association members. The method(s) of availability will be prescribed in the NACM Operations and Procedures Manual.

Section 4. Expulsion, Suspension and Reinstatement. Any member serving as an Officer or Director for the Association may be expelled or suspended from the Board for cause upon two-thirds (2/3) vote of the Board at a meeting at which a quorum is present. Sufficient cause for such expulsion or suspension includes, but is not limited to, violation of the Association's Bylaws, or any lawful agreement, rule, policy, or practice properly adopted by the Association; or any other conduct prejudicial to the Association.

- a. The President may appoint a committee from the membership to investigate, provide notice and hearing and make a recommendation to the President regarding the expulsion or suspension of an Officer or Director. In the event the President is the member in question, the President Elect will make the appointment.
- b. The Officer or Director shall not be expelled or suspended for cause without first receiving notice of such charges and subsequently having an opportunity to answer such charges.

- c. If an expulsion or suspension occurs as a result of sufficient cause, the Officer or Director shall be notified by the Secretariat of the Association by registered mail. The Officer or Director will be given thirty days from the notice date to appeal such expulsion or suspension.
- d. The Board upon consideration may, by the affirmative vote of two-thirds (2/3) of the members of the Board, reinstate such Officer or Director to their position upon such terms as the Board may deem appropriate.

ARTICLE VII

Meetings of Members

Section 1. **Annual Meeting.** The members of the Association shall meet annually at a time and place designated by the Board. The selection of the site and of the approximate date of the meeting shall be made and announced two years in advance.

Section 2. **Midyear Meeting.** The members of the Association may meet annually to accommodate specific regional areas. The time and place will be designated by the Board. The selection of the site and of the approximate date of the meeting shall be made and announced two years in advance.

Section 3. **Special Meeting.** A special meeting of members may be called by the President with the approval of the Board and shall be called by the President upon the written demand of a majority of the members eligible to vote of the Association. No matter shall be considered at a special meeting unless it is stated in the notice of the meeting.

Section 4. **Notice of Members' Meetings.** 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 provided (electronic or otherwise) to each member not less than thirty (30) and not more than fifty (50) days in advance of such meeting.

Section 5. **Quorum and Action.**

- a. At the annual meeting of members, a quorum shall consist of one tenth (1/10) of the members who are registered at the conference and are eligible to vote. Members must be present to vote.
- b. At any special meeting of members a quorum, present or voting remotely (electronic or otherwise), shall consist of a majority of all members eligible to vote at the meeting.
- c. All elections and all other matters voted on at any meeting of members at which a quorum is present shall be determined by a majority of those eligible to vote who are present in person or, at a special meeting, remotely (electronic or otherwise); except

that amendment of the Articles of Incorporation shall require the vote of more than two-thirds (2/3) of those eligible to vote who are present in person or remotely (electronic or otherwise) at the meeting.

ARTICLE VIII **Committees**

Section 1. The Association has **Permanent Committees, Standing Committees** and **Special or Ad Hoc Committees** that are managed by and report to the Board.

Section 2. The Permanent Committees of the Association are those necessary for the continued operation of the organization:

- a. **Executive Committee** which is comprised of Officers of the organization, act on behalf of the Board between meetings.
- b. **Nominations Committee** which is chaired by the Immediate Past-President and shall consist of the chair and four (4) regular or honorary members eligible to vote appointed by the President. The Nominations Committee is responsible for selecting and presenting nominations for Officers and Directors of the Association at the annual meeting.
- c. **Governance Committee** which is chaired by a member of the Board selected by the President. The regular members of the Governance Committee are appointed by the President in consultation with the Committee Chair. The Governance Committee is responsible for maintaining and updating the Association's Bylaws, Articles of Incorporation, Operations and Procedures Manual and Strategic Plan.

Section 3. The Standing Committees of the Association are those that 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. Specific Standing Committees shall not be mandated by the Bylaws. When formed or reappointed, the committee's purpose and objectives shall be in writing. The Board may discharge or eliminate a Standing Committee at any time by a two thirds (2/3) majority vote.

Section 4. The President may appoint a **Special Committee**. The function of a Special Committee is to investigate or research a question and/or fulfill a specific task. A Special Committee may also be assigned as a liaison with another group or organization. The Executive Committee may be consulted in the formation of a Special Committee. The President shall appoint a chair and members of each such committee which may include members of the Association and others serving in an advisory or consultative role. When formed or reappointed, the committee's purpose and objectives shall be in writing. A Special Committee shall not

continue beyond twenty-four (24) months from its creation, unless reappointed by the President, or if discharged or eliminated sooner by a two-thirds (2/3) majority vote.

Section 5. The President may appoint an **Ad Hoc Committee**. The function of an Ad Hoc Committee is to carry out a specific task assigned by the President that is generally short in duration. The Executive Committee may be consulted in the formation of an Ad Hoc Committee. The President shall appoint a chair and members of each such committee which may include members of the Association and others serving in an advisory or consultative role. When formed or reappointed, the committee's purpose and objectives shall be in writing and limited in both time and scope. An Ad Hoc Committee shall not continue beyond the term of the President who created it, unless the succeeding President reappoints it.

ARTICLE IX

Chapters

Section 1. Chapters are authorized and may be constituted by Regular members of the Association upon application to and approval by the Board.

ARTICLE X

Resolutions

Section 1. 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. The President may refer any resolution to an appropriate Committee for review and recommendation. If so referred, the Committee's report and recommendation shall be presented to the President. All proposed resolutions, as well as related committee reports and recommendations, shall be posted on the Association's website for review and comment by the membership for no less than 30 days prior to submission to the Board for consideration. To be adopted, resolutions must be approved by a majority of the Board.

ARTICLE XI

Parliamentary Procedures

Section 1. Robert's Rules of Order, Revised, shall govern the conduct of all business meetings except as may be otherwise provided in the Articles of Incorporation or the Bylaws.

ARTICLE XII

Contracts, Checks, Deposits, Funds, Gifts, and Sponsorships

Section 1. **Contracts.** The Board may enter into any contract or execute and deliver any instrument in the name and on behalf of the Association, and such authority may be general or confined to specific instances.

- a. Contracts may be subject to solicitation for bids, review of bids submitted, and selection of the vendor.
- b. The Board will authorize contracts through a vote of the entire Board and inform the general membership at the next annual business meeting.
- c. Board members will disclose any relationship(s) known to them that they may have with any bidding vendor, and recuse themselves if they believe that a conflict of interest exists or is perceived.
- d. Contracts will be for a specified period of time to provide for regular review and renewal of services.

Section 2. **Checks, Drafts, and Financial Instruments.** All checks, drafts, or orders for the payment of money, and all notes or other evidences of indebtedness issued in the name of the Association, shall be signed by such officer or officers, agent or agents of the Association and in such manner as shall be determined by resolution of the Board or by these Bylaws. In the absence of such determination by the Board, such instruments shall be signed by two of the three following Officers: President, President Elect, Secretary/Treasurer.

Section 3. **Expenses.** All Association expenditures must be authorized in and consistent with the annual operating budget approved by majority vote of the Board, except that the President may approve any non-budget item expense up to \$1,000 per item and up to \$3,000 per year. Non-budget items costing over \$1,000 must be approved by a majority of the Board.

Section 4. **Deposits.** All funds of the Association shall be deposited to the credit of the Association in such banks, trust companies, or other depositories as the Board may select.

Section 5. **Investments.** The Board shall adopt and periodically review a Policy governing the investment(s) of Non-Operating Reserves on a regular basis. The Secretary/Treasurer shall report on the investment(s) and its (their) performance to the Board on a regular basis.

Section 6. **Gifts.** The Board may accept, on behalf of the Association, any contribution, gift, bequest, or devise for the general purposes or for any special purpose of the Association.

Section 7 **Sponsorship.** The Board may solicit for, and accept, on behalf of the Association, financial sponsorship for designated functions and work products of the Association. Such sponsorship will contain specific limitations on the use of the funding and the expectations of the sponsor. Such sponsorship agreements will be made available as part of the written report of the Board to the general membership at the annual business meeting.

ARTICLE XIII

Accounts and Records

Section 1. The Association shall keep correct and complete records of accounts and shall also keep minutes of the meetings of members and of the Board. It shall keep at its registered office in Virginia a record giving the names and addresses of the members entitled to vote. All accounts and records of the Association may be inspected by any member, or his or her agent or attorney, for any proper purpose, at any reasonable time.

Section 2. Following the election at the annual business meeting, the newly elected President shall inform the Secretary/Treasurer to submit to an audit by a Certified Public Accountant (CPA) at least biennially. The Secretary/Treasurer shall report the findings of the audit to the President who shall review the audit with the Secretary/Treasurer. The Secretary/Treasurer shall then report the findings of the audit at the next Board Meeting.

ARTICLE XIV

The Name, Seal and Products of the Association

Section 1. The Association seal shall be in such form as shall be approved by resolution of the Board. Said seal may be used by causing it or a facsimile thereof to be impressed or affixed or reproduced. The seal may be affixed and attested to by the Secretary/Treasurer or any duly authorized agent, for the authentication of contracts or other papers requiring the seal.

Section 2. Any outside organization or individual requesting to use the Association's name as an endorsement, shall submit a written request to the President who shall recommend action to the Board. Approval shall be by a majority vote.

Section 3. The Association shall seek to ensure that the NACM trademark, seal, logo and/or products are copyrighted, registered, or renewed with the U.S. Patent & Trademark Office, U.S. Copyright Office and/or any other federal or state agencies as necessary by filing an affidavit or other documentation as required.

ARTICLE XV

Fiscal Year

Section 1. The fiscal year of the Association shall begin on January 1 of each year and end on December 31 of the same year.

ARTICLE XVI

Amendments

Section 1. **Amendment of 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 shall be adopted upon

receiving more than two thirds of the votes which members present at the meeting and members represented remotely (electronic or otherwise).

Section 2. Amendment of Bylaws

- a. These Bylaws may be amended only by a two-thirds (2/3) vote of the members entitled to vote who are present at the annual or special meeting or who are represented remotely (electronic or otherwise).
- b. Notice setting forth the proposed amendment shall be provided to the membership at least thirty (30) days and not more than ninety (90) days in advance of a meeting.
- c. Members may submit proposed changes to the Bylaws to the President or to any member of the Board at least ninety (90) days prior to the annual meeting.
- d. Any amendment shall be in full force and effect immediately upon its adoption at the annual or special meeting unless otherwise provided.
- e. All amendments to the Bylaws shall be discussed by the Board at its regularly scheduled meeting prior to the annual meeting. Recommendations will be announced to the membership by the Board for approval or disapproval of said amendments.

The National Association for Court Management was formed in August 1985 as a result of consolidation of the National Association of Trial Court Administrators and the National Association for Court Administration. NACM incorporated as a nonstock corporation in the State of Virginia and created a set of bylaws to guide their actions. At times, it is necessary to update these bylaws to match the current state of affairs and affirm proper procedure and protocol.

Article XVI, Section 2 of our bylaws sets forth the requirements for amending the Bylaws as such:

- a. These Bylaws may be amended only by a two-thirds (2/3) vote of the members entitled to vote who are present at the annual or special meeting or who are represented remotely (electronic or otherwise).
- b. Notice setting forth the proposed amendment shall be provided to the membership at least thirty (30) days and not more than ninety (90) days in advance of a meeting.
- c. Members may submit proposed changes to the Bylaws to the President or to any member of the Board at least ninety (90) days prior to the annual meeting.
- d. Any amendment shall be in full force and effect immediately upon its adoption at the annual or special meeting unless otherwise provided.
- e. All amendments to the Bylaws shall be discussed by the Board at its regularly scheduled meeting prior to the annual meeting. Recommendations will be announced to the membership by the Board for approval or disapproval of said amendments.

For all amendments to the Bylaws set forth below, the language for the amendment would be prepared and published online for consideration at the 2022 Annual Conference. If two-thirds of voting members approve the proposal at the Annual Conference, it would immediately go into effect.

During the Fall 2021 Board meeting, the Mission and Vision of NACM was discussed. Currently the Mission Statement reads as follows:

“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.”

And the Vision Statement reads as:

“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 throughout NACM.”

To incorporate the values of NACM, these have been respectfully changed to the following:

Mission

“The mission of the National Association for Court Management (NACM) is to develop an inclusive member organization dedicated to all court professionals, providing community, sharing information, and advocating on important court and justice system topics.”

Vision

“The National Association for Court Management will be an inclusive community preferred source for education and innovative practices in the achievement of an independent, interdependent, accessible, and forward-looking Judicial Branch that is committed to excellence. NACM will provide outstanding service to all court professionals 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 throughout NACM.”

The other portion of our Bylaws that require amendment fall under Article VI, Section 3 – each section as currently written is first, with the amendment immediately following:

As Written	a. The Board shall hold four regular in-person meetings in each conference year (the conference year being: from the close of the annual meeting to the close of the following annual meeting): one regular midyear meeting at the call of the President, on not less than thirty (30) days’ notice, at the site of the next scheduled annual conference; a second regular midyear meeting immediately prior to and in conjunction with the midyear conference, without notice; and two regular meetings, one immediately prior to, and one immediately following, the annual meeting of members, without notice.
Amended	a. The Board shall hold four regular in-person meetings in each conference year (the conference year being from the close of the annual meeting to the close of the following annual meeting): one regular midyear meeting at the call of the President, on not less than thirty (30) days’ notice, at the site of the next scheduled annual conference; a second regular midyear meeting immediately prior to and in conjunction with the midyear conference, without notice; and two regular meetings, one immediately prior to, and one immediately following, the annual meeting of members, without notice.
If Adopted, Would Read	a. The Board shall hold four regular meetings in each conference year (the conference year being from the close of the annual meeting to the close of the following annual meeting): one regular midyear meeting at the call of the President, on not less than thirty (30) days’ notice, at the site of the

	next scheduled annual conference; a second regular midyear meeting immediately prior to and in conjunction with the midyear conference, without notice; and two regular meetings, one immediately prior to, and one immediately following, the annual meeting of members, without notice.
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As Written	b. In addition to the four regular in-person meetings set forth in Article VI, Section 3, subparagraph a, the Board shall also hold a minimum of three regularly scheduled conference call meetings in each conference year. The schedule of the conference call meetings is at the discretion of the President.
Amended	b. In addition to the four regular in-person meetings set forth in Article VI, Section 3, subparagraph a, the Board shall also hold a minimum of three regularly scheduled conference call meetings in each conference year. The schedule of the conference call meetings is at the discretion of the President.
If Adopted, Would Read	b. In addition to the four regular meetings set forth in Article VI, Section 3, subparagraph a, the Board shall also hold a minimum of three regularly scheduled conference call meetings in each conference year. The schedule of the conference call meetings is at the discretion of the President.

As Written	b. In addition to the four regular in-person meetings set forth in Article VI, Section 3, subparagraph a, the Board shall also hold a minimum of three regularly scheduled conference call meetings in each conference year. The schedule of the conference call meetings is at the discretion of the President.
Amended	b. In addition to the four regular in-person meetings set forth in Article VI, Section 3, subparagraph a, the Board shall also hold a minimum of three regularly scheduled conference call meetings in each conference year. The schedule of the conference call meetings is at the discretion of the President.
If Adopted, Would Read	b. In addition to the four regular meetings set forth in Article VI, Section 3, subparagraph a, the Board shall also hold a minimum of three regularly scheduled conference call meetings in each conference year. The schedule of the conference call meetings is at the discretion of the President.

Rationale: Removing the restriction for an in-person meeting allows for the greatest flexibility in providing an annual assembly of members.

The current edition of *Robert's Rules of Order Newly Revised* (12th ed.) 57:3 states: "When a series of isolated changes to the bylaws are needed to achieve one end...the changes should be offered in a single

motion. If the changes are related in such a way that all of the individual amendments must be made, if any one of them is made, in order for the bylaws to be coherent, then the motion cannot be divided.”



National Association *for* Court Management

Strengthening Court Professionals

Membership Committee Progress Report Form – 2021-2022

Report	Due Date	Submission Date
Fall Progress Report	September 20, 2021	
Midyear Progress Report	January 24, 2022	
Annual Progress Report	June 29, 2022	June 29, 2022

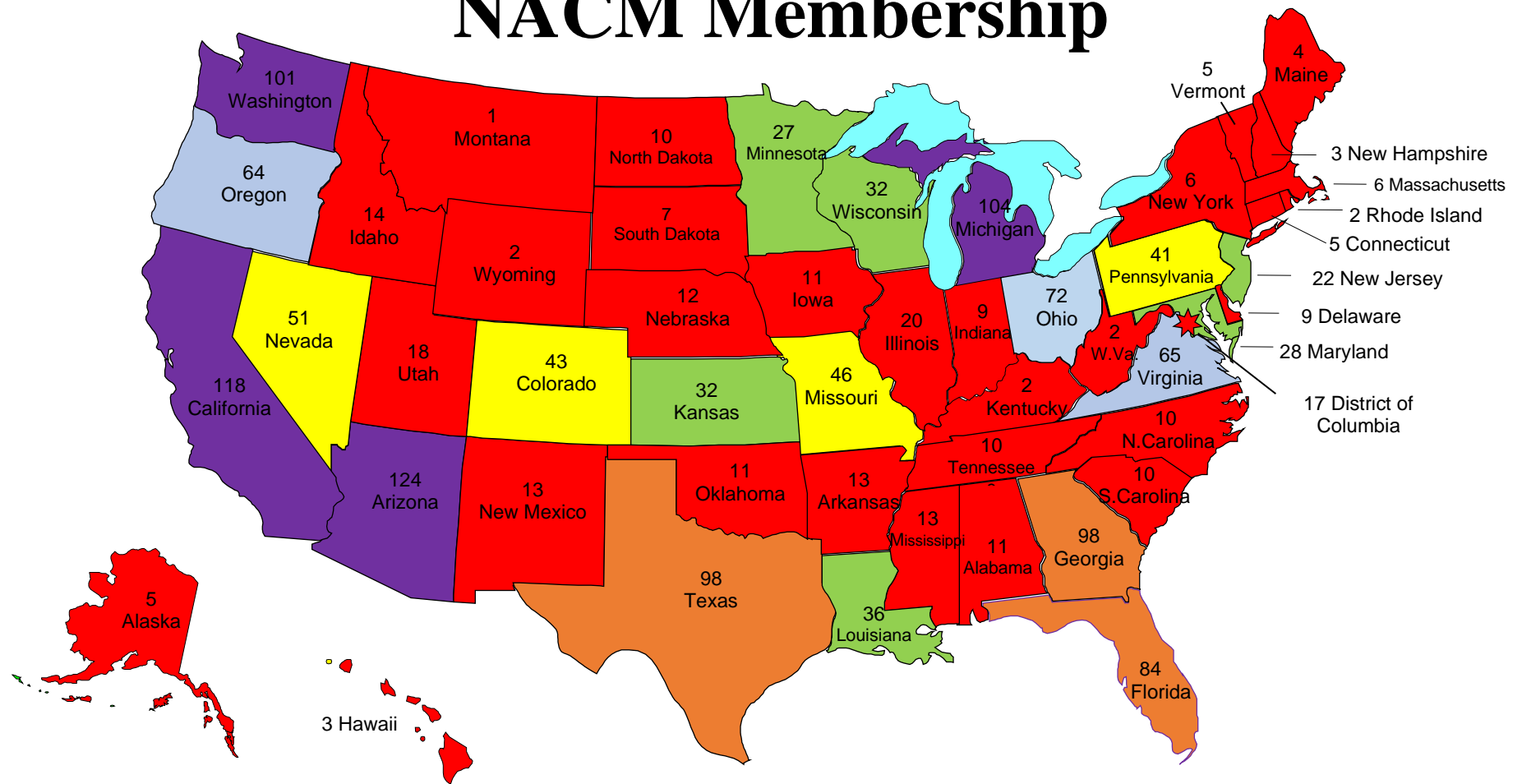
Project	Project Status	Strategic Priority? (Yes/No)	Discussion Needed? (Yes/No)	Board Action Needed? (Yes/No)	If Yes to discussion or action, please describe what needed
Membership Survey	Completed		Yes		Survey Highlights to be presented to the Board
Membership Campaign		Yes	Yes	Yes	Proposal to be presented to the Board for approval

Time needed at meeting for Committee report:

Submitted by: Dorothy Howell

Date: June 29, 2022

NACM Membership



NACM Members

U.S. Territories:

American Samoa	1
Guam	3
Puerto Rico	1
Virgin Islands	2

International:

Abu Dhabi	4
Australia	2
Bahamas	1
Canada	8
Luxembourg	1
Nigeria	1
Pakistan	1
Saipan	1
Scotland	1
TOTAL	20

Total U.S. and Territories – 1,556

Total Membership - 1,576

Total members by state

1 to 20	Red
21 to 40	Green
41 to 60	Yellow
61 to 80	Blue
81 to 100	Orange
Over 100	Purple



National Association for Court Management
Strengthening Court Professionals

State Associations Committee Progress Report Form – 2021-2022

	Report	Due Date	Submission Date			
	Fall Progress Report	September 20, 2021				
	Midyear Progress Report	February 2022				
x	Annual Progress Report	June 2022	July 1, 2022			
Project	Project Status	Strategic Priority? (Yes/No)	Discussion Needed? (Yes/No)	Board Action Needed? (Yes/No)	If Yes to discussion or action, please describe what needed	
Development of Landing page on website	Completed	yes	No	No		
Expansion of CORE Champion certificate program to state associations	In discussion	Yes	Yes	Yes	Address member needs and interests first/enhance dual membership agreements	
Leadership development seminar program	Invitations sent/completed	Yes	No	No		



National Association *for* Court Management

Strengthening Court Professionals

Communications Committee Progress Report Form – 2021-2022

	Report	Due Date	Submission Date
	Fall Progress Report	September 20, 2021	
	Midyear Progress Report	January 24, 2022	
X	Annual Progress Report	July 2022	06/29/2022

Project	Project Status	Strategic Priority? (Yes/No)	Discussion Needed? (Yes/No)	Board Action Needed? (Yes/No)	If Yes to discussion or action, please describe what needed
Committee Corner in Court Express/Court Manager to highlight work and identify opportunities to become involved	Regular outreach in the publications	Yes	No	No	
Expand Court Express with highlights of resources/events	New publisher is doing partner outreach and committee focus.	Yes	No	No	
Interviews with court leaders on their journey	Membership producing and Communications promotion through Social Media outlets.	Yes	No	No	
Partner communications in publications with partner organizations	Added to Court Express and working on Court Manager Opportunities	Yes	No	No	
Incorporate all NACM activities/meetings on a calendar on home page.	Researching adding a Calendar on the website.	Yes	No	No	

Project	Project Status	Strategic Priority? (Yes/No)	Discussion Needed? (Yes/No)	Board Action Needed? (Yes/No)	If Yes to discussion or action, please describe what needed
Committee Corner in Court Express/Court Manager to highlight work and identify opportunities to become involved	Regular outreach in the publications	Yes	No	No	
Expand Court Express with highlights of resources/events	New publisher is doing partner outreach and committee focus.	Yes	No	No	
Webinars	Tyler completed 1 in June and will do another this Fall. DEI looking at a book review webinar.	Yes	No	No	
Agreement provided for Webinar Sponsorship opportunities	Establishing rates and working with NCSCS for sponsorships	No	No	No	
Guides	Adult Guardianship release in February. Behavioral Health Released July	Yes	No	No	
Online Publications	Member has inquired about digitizing all the original Court Managers.	No	Yes	Yes	Decision or direction if to move forward with this request.

Time needed at meeting for Committee report: 15 Minutes

Submitted by: Jeff Chapple

Date: 06/29/2022



National Court Reporters Association
June 2022 Update
Prepared for the National Association for Court Management

Who the National Court Reporters Association Represents?

NCRA is the association for stenographic court reporters and captioners. Members include court reporters, captioners, and certified legal videographers. NCRA and its state affiliates have partnered with court systems at the local, state, and federal levels, to ensure the timely, impartial, accurate, and optimal delivery of court transcripts as well as security for confidential, sensitive, and restricted information for many decades.

NCRA's Major priorities

NCRA is committed to growing the stenographic court reporting and captioning professions to ensure an ample supply of high-quality, educated experts are available to fill the increasing number of job opportunities both in and out of the courtroom, and to prepare them to assume official positions more quickly. The NCRA A to Z® Intro to Machine Steno program, a free, 8-week class that introduces interested individuals to the industry and helps focus resources on those more likely to succeed, is being conducted across the nation. The program has been met with great success and continues to usher new and better prepared students into court reporting programs.

NCRA is committed to ensuring the secure preservation of the official record by a live stenographic court reporter, and therefore remains the premiere method of choice for those seeking to demonstrate both a commitment to court record quality and cost effectiveness. Only a live stenographic reporter can provide syllable-by-syllable authentication of every word, protecting private information while bearing personal responsibility and accountability for the official record.

Court reporters and captioners show ability to be nimble

The pandemic brought many new concerns and unexpected obstacles to courtrooms, and stenographers were able to quickly transition to operating remotely during quarantine without introducing any delay to dockets. Today's stenographic court reporters have successfully, with the support of NCRA aiding in educating its members on the use of Zoom as well as other platforms, become equipped to work either remotely or in-person and are the most proficient resource for the court's record-making needs. NCRA's nationally recognized certifications continue to reflect reporters' level of proficiency, with most skilled members sending 99 percent accurate text across the room or around the world as it's spoken, whether remotely or in-person.

Risks for possible breaches of highly sensitive, confidential, restricted information, as well as accuracy and budgetary concerns are paramount for courts

High-dollar hidden costs and privacy risks associated with the use of electronic recording are just two of the factors that should generate great concern when choosing any method over relying on a trained, stenographic court reporter. Outsourcing electronic recordings to a third-party transcriber often means the work is being done overseas, putting personal information at risk of compromise, and potentially violating legislation enacted to protect such data. A certified stenographic reporter in the United States will be held responsible for the critical personal information (addresses,



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social security numbers, bank information, minor's names, health information, etc.) that can result in catastrophic consequences if it falls into the wrong hands. Creation of court and deposition transcripts, which ensure the right to appeal, should never be a gig-worker job. Gig economy positions are often disguised as at-home opportunities and are documented to exploit vulnerable populations of workers. America's courts cannot allow this to happen on their watch.

NCRA understands that courts are facing myriad budgeting and administrative concerns. Stenographers can help inform decision-makers on the process of making a record, including how that record is preserved and secured, an assurance that cannot always be provided via other methods. NCRA is reaching out to justice protection groups like the ACLU, Epic, among others, to address concerns regarding gender biases and minority prejudices that are created with automatic speech recognition engines, ensuring justice for all Americans through the provision of accurate court transcripts.

Transcripts produced from recorded proceedings are frequently replete with "(inaudibles)" and "(unintelligibles)" in place of ostensibly critical information, resulting in records being unable to be certified and rendered completely devoid of any appellate use. By contrast, a live stenographic reporter will immediately ask for clarification if something isn't audible, all while having their work saved in multiple locations on a second-by-second basis, which provides additional backup should a court's system be hacked or attacked by ransomware.

Why a live stenographic court reporter minimizes risks and exposure

Using a live stenographic court reporter to capture, preserve, and secure the record cannot be replaced by either a local or cloud-based electronic system of multi-channel microphones because, at the end of the day, a written record still must be made of proceedings. Having a responsible professional who can stop the proceedings to clarify critical language is imperative in order to have a complete and accurate record in litigants' hands at the end of the day, if requested. Vendors who are selling electronic systems do not mention that they usually offshore their work to multiple uncertified transcriptionists, and then create misleading certifications to impart the impression that a certified stenographer authenticated the transcript.

NCRA is also concerned about the risks that audio and video recording systems pose to the public. While everyone wants access to open court records, NCRA is working to make America's courts aware that they must also take critical steps to protect against the public availability of facial recognition, voiceprint, and other biometric-related data that is being captured via these recording systems. While some of this new technology brings potential benefits, there are also significant data privacy and cybersecurity risks, including the potential for fraud and identity theft. Once biometrics are compromised, it's not like changing a password. Such data can then be used to spoof security systems for banks, airports, or any number of secure locations. A live stenographic court reporter's notes are a watermarked record of every word spoken without the added danger of compromising the biometrics of those involved.



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NCRA works to educate all in the legal arena

NCRA, through the National Court Reporters Foundation, offers the Legal Education Program, which consists of court reporter–led seminars educating law students, attorneys, judges, and justice protection groups on “Making the Record” and on the value of using a trained stenographic court reporter. More information on the Legal Education Program can be found on [NCRA.org/NCRF](https://www.ncra.org/NCRF).