



National Association for Court Management

Strengthening Court Professionals

NACM ANNUAL BOARD MEETING AGENDA

Saturday, July 20, 2019 ~ Van Gogh Room

Breakfast begins at 8:30 AM Meeting begins at 9:00 AM

9:00 – 9:10 a.m. President's Report (10 min.) *Paul DeLosh*

1. Welcome to Guests
2. Overview of the Officers meeting
3. Approval of minutes – June 4 Board Call (action item)

9:10 – 9:55 p.m. Introductions and Welcome of Board Guests (45 min.)

1. Board Introductions (Committee chairs will recap current issues that NACM is addressing)
2. Guest Introductions (3-5 Minutes to share information about your organization or association)

9:55 – 10:05 a.m. President-Elect/Conf. Dev. Com. (10 min.) *Will Simmons*

1. Annual Conference 2019 Housekeeping

10:05 – 10:25 a.m. Vice President (20 min.) *T.J. BeMent*

1. Education Committee (action item)

10:25 – 10:35 a.m. Secretary/Treasurer (10 min.) *Kathy Griffin*

1. Budget Update

10:35 – 10:55 a.m. Communications Committee (15 min.) *Alyce Roberts*

1. Website Statistics

10:55 – 11:25 a.m. Governance (30 min.) *Greg Lambard*

1. Ethics Committee (action item)
2. Communications Strategy for Resolution 2019-1 (action item)
3. National Agenda Communication Strategy (action item)
4. Operations Manual annual review process (action item)

11:25 – 11:30 a.m. Immediate Past President (5 min.) *Vicky Carlson*

1. Past President Committee
2. Nominations Committee

11:30 – 12:30 p.m. Lunch

12:30 – 1:00 p.m. Membership Committee (30 min.)

Michelle Dunivan

1. LinkedIn Recruitment (action item)

Jesse Rutledge

1:00 – 1:15 p.m. NCSC Update (15 min.)

All

1:15 – 2:15 p.m. New Business / Open Discussion / Carryover

Adjourn

NACM is pleased to welcome our invited guests @ 8:30 a.m.

<u>Name</u>	<u>Organization</u>
Pete Sferrazza	American Judges Association (AJA)
Casey Kennedy	Court Information Technology Officers Consortium (CITOC)
Jeff Shorba	Conference of State Court Administrators (COSCA)
Nancy Smith	National Association of State Judicial Educators (NASJE)
Judge John J. Romero, Jr. & Ms. Joey Hastings	National Council of Juvenile and Family Court Judges (NCJFCJ)
Genevieve Citrin Ray	Right to Counsel Campaign



BOARD CONFERENCE CALL
Tuesday, June 4, 2019 – 2:00 PM

MINUTES

Present: TJ BeMent, Vicky Carlson, Charleston Carter, Callie Dietz, Paul DeLosh, Michelle Dunivan, Kathy Griffin, Jennifer Haire, Frank Hardester, Greg Lambard, Tina Mattison, Rick Pierce, Janet Reid, Alyce Roberts, Will Simmons, Jeffrey Tsunekawa, Angie VanSchoick

1. Welcome. Paul called the meeting to order noting who was on the call.

- a. Paul asked if there were any changes or edits to the April 2, 2019 Board Meeting minutes. There being none, the minutes were approved.

2. Communications Committee

- a. Alyce discussed the ending of Connected Community before getting into her report. Janet reviewed the process of moving files from Connected Community to the box, which should be complete next week.
- b. Frank reviewed the Records Management Policy, which had been distributed to the board earlier that day, regarding a file structure for various documents. This is a work in motion but it is the initial attempt to have a centralized storage and consistent naming scheme for document storage purposes. At this point he was wanting the focus of discussion to the board needs. A later discussion will focus on the information and document access for the membership. Frank would like to add who is accessing and how we can set up different roles for committees.
 - i. Discussion whether the header should be on every page of the document, noting the space it takes up. It was agreed that the header should be only on the first page, but the footer would be on every page.
 - ii. Discussion whether it should be the Governance or Communications Committee that is responsible for ensuring the format. Frank asked how new forms, templates and policies are made and approved, by whom? Paul suggested that the full board should approve but that Governance would be responsible for internal policies.
 - iii. Alyce asked the board to send their thoughts and feedback to Frank. The policy, with edits, will go to the Governance Committee for review and then to the Board to vote on.
- c. Communications:
 - i. Alyce gave credit to Peter Keifer and the success of the podcasts. Peter has been making so many recordings that she cannot keep up with them. All of the

- podcasts have been great and she encouraged all to watch.
- ii. The committee has been actively working on developing the Facebook Live Schedule for the annual conference and Alyce briefly highlighted.
 - iii. Dorothy Howell is Chair of the sub-committee for the 2020 media guide, Frank is assisting and they have a meeting scheduled for Friday.
 - iv. The COSCA Webinar is scheduled for June 27.
 - v. The website resource index project is still underway and a meeting is scheduled for Friday to discuss next steps. Also on the website project, Rick Pierce is leading the effort to create audience specific landing pages. They have established the criteria for buckets of what they would like to put on these pages, and particular pieces of information people want to know.
 - vi. Social Media – Janet and Kevin have been doing a great job with content on posts and marketing for NACM products. The Twitter account has been updated and the login information has been tested.
 - vii. Alyce informed the board of the upcoming deadlines for Court Manager and Court Express.
 - viii. GoToMeeting – After discussion it was agreed to make it the same log-in information, call in credentials, for all meetings. To avoid double bookings, it was agreed that everyone should schedule all meetings on the NACM Google calendar.

3. Governance Committee

- a. Greg stated that the time for member comment has passed on the original resolution *Commitment to Increasing the Public's Trust in Our Courts*. The board needs to take a formal vote to approve the resolution. No one opposed, the resolution was approved by acclamation.
- b. The standard header and footer was already discussed in the Communication report.
- c. Discussion and update on the National Agenda. Rick and Greg will be doing a SIG at the Annual Conference focusing on the State of the Profession, but will also discuss the National Agenda and what use has been made of it. Paul suggested the Governance Committee schedule a meeting with the individuals that were involved in authoring the National Agenda, to discuss how to move forward with a revision. Greg stated that he felt the State of the Profession was the evolution of the National Agenda. Greg will schedule a meeting to discuss if a new agenda would be needed.
- d. Articles of Incorporation/Bylaws changes – Greg and Janet spoke yesterday to determine the final details of the vote. An addition blast is scheduled to go out to the membership on July 15th with a link to the live stream and vote. Greg requested that we use Kathy's NACM email address for comments from those watching the live stream to send in. Kathy agreed to monitor during this period. In addition, paper ballots are being created for those who cannot access Survey Monkey.
- e. A good first draft of the *State of the Profession* address is finished and the committee is currently working on the survey.
- f. Greg commended Angie for all her hard work on the Operations Manual.

4. Membership Services Committee

- a. Jeffrey stated that the past few committee calls have been lightly attended.
- b. Raffle Tickets for Conference Scholarship Fund: A plan to sell paper tickets at the conference has been developed. It was decided that it would be easier that way to

manage and sell the tickets at the conference. He is hoping that the number of tickets purchased will spike up at the conference.

- c. Membership is currently working on scripts to reach out to non-members and other potential recruitment efforts.
- d. Michelle is currently working on the LinkedIn campaign to get that up and running.
- e. Alyce inquired about the Career Fair. Jeffrey reported that there are currently two jurisdictions that want to participate. The deadline has been extended to June 14 in hopes that more will register. Alyce stated that she will have a table for Alaska, but was curious as to the types of jobs for the fair, should they be only management positions? Frank asked about the possibility of putting together a comprehensive list of state-wide HR listings, he could have an intern work on it. Paul mentioned having a poster of the job website at the event. Paul asked the board to supplement the career fair, whether with listings in their court or by inviting people to participate from their state.

5. NCSC Report

- a. Jesse reviewed the NCSC staffing plans for the Annual Conference. Janet, Val, Stacey, Callie and Shay will be there for the entire time. Mary McQueen will not be able to attend. Jesse will be present starting Friday and will depart on Tuesday. Jennifer will be present from Sunday to Thursday. Because Mary is not attending, John Meeks will make the NCSC award presentation to Maureen Conner.
- b. As previously mentioned, NCSC will be shutting down Connected Community. Will be sharing soon publically and will establish a FAQ page.
- c. Jesse stated that it has been a busy past few weeks at NCSC, the following events have been held: Hosted the National Pandemic Summit in Omaha, Nebraska, the materials and resources are available on the NCSC website. Hosted an Innovation Summit, those materials will also be posed. A meeting regarding social media and disinformation attacks on courts was recently held to put together a play book for how to handle. Based on that discussion, it will be finalized and available soon.

6. Immediate Past President

- a. Nominations Committee: The Committee will be comprised of Suzanne Stinson, Kinsley Craig, Lashawn Thompson, Frank Hardester and Vicky. Ten candidates will be interviewed on Sunday, July 21. Vicky asked committee chairs if it was okay to contact them for input if there are candidates they are debating between.
- b. NACM Strategic Plan 2020-2022: - The Information has been updated, placed into format and distributed to the board. Vicky asked if there was any feedback and is looking for approval. All are in agreement. The next steps would be to discuss at Annual Conference Board Meeting then once completed post on the website and social media. In the meantime, it was agreed that Vicky will expand the annual priorities section.

7. Secretary/Treasurer

- a. Kathy stated that the financials through April 30th have been posted on Connected Community. Since the financials posted, NACM has paid \$169,000 in a deposit to the Bellagio. Midyear revenues were less than expected. Kathy emphasized that it is really important for the board to watch expenses. Janet and Val are currently working on various quotes on annual conference menus from Bellagio, and it is possible we may have to make cuts.

- b. Midyear 2022 site selection: Looked at Bellevue, Washington. The dates are further into February than the normal range. Kathy reviewed the highlights from her PowerPoint and Feels the Hyatt is a great location and would do well for a Midyear. Both Jeffrey and Callie gave the same opinion and all agreed that Washington would be a strong collaboration. Kathy motioned to move forward in approving. Will made a motion to vote to select the Hyatt Bellevue, Tina seconded for 2022 midyear. All in favor, none opposed. The motion carries.

8. Vice President

- a. Partnership with NASJE: TJ will have a call with NASJE Faculty at the end of the week to finish curriculum for Inclusive Leaders Seminar. He is hoping that the registration numbers increase.
- b. TJ is working with partners for the #wetoo project to determine exactly what they are looking at for the revised proposal in August.

9. President-Elect

- a. Will recapped the Conference Development Committee call last week. He knows he has stated this already, but starting early made things go very smoothly. Referred everyone to the NACM conference site. Registrations are going well. An Email blast went out yesterday and there will be one or two more before the conference.
- b. Stacey is currently working with program sponsor Thomson Reuters, they have requested a volunteer for their session on Tuesday at 10:15 a.m. Will thought this would be a great opportunity for a board member to participate as the moderator for the session. Greg Lambard said that he would volunteer. Callie, Will and Greg will connect offline.
- c. Will has reached out to several regarding committee assignments for next year. He is still working on it, so reach out to him if you are interested in a particular position. Those interested can see the available assignments on the Board page.

10. President

- a. Conference logistics:
 - i. Board reports are due June 17
 - ii. Paul discussed the Saturday Board Meeting and the attendance of guests.
 - iii. Saturday evening, Paul will host beer and wine hour in his room after the board meeting; No board meeting on Sunday, but a number of activities taking place that day, which Paul reviewed.
 - iv. Announcements document: This is currently being worked on. Several board members will have roles and will be listed on the announcements document. It will be shared with full board.
 - v. Committee chairs slides will be due July 8. These are all available in the box.

11. Other / New Business

- a. Frank asked if the social media policy was approved with tweaking of the header and footer. The board had voted affirmatively on this on the previous call. Frank asked if could put an approval date, which was April 2.

12. Executive Session: No board members had anything for executive session.

13 Adjourn. There being no further business, the meeting was adjourned.



National Association for Court Management

Strengthening Court Professionals

Conference Development Committee Progress Report Form – 2018-2019

	Report	Due Date	Submission Date
	Fall Progress Report	October 18, 2018	
	Midyear Progress Report	January 15, 2019	
X	Annual Progress Report	June 17, 2019	June 14, 2019

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
Annual Conference	Planning Completed. Agenda Conference Speakers Recorded Sessions Live Streaming First Time Attendee's Reception SIG's Hosts Career Fair Patio Party Exhibitors	No	No	No	

	Post Conference Evaluations	No	No	No	

Time needed at meeting for Committee report: 10 Minutes

Submitted by: Will Simmons

Date: June 14, 2019



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Strengthening Court Professionals

Committee Progress Report Form – 2018-2019

Committee: Education

	Report	Due Date	Submission Date
	Fall Progress Report	October 17, 2018	10/05/18
	Midyear Progress Report	January 15, 2019	01/16/19
X	Annual Progress Report	June 20, 2019	06/10/19

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
Education Committee Task Items	Discussions: Thematic and/or Content-Driven Tracks at Conferences, Review of NACM Strategic Planning efforts, and Members' Education Needs Assessment	Yes	No	No	No action
Conference Development Subcommittee	Mid-year & Annual planning complete. Full committee circulating 2020 conference themes and timeline	No	Pres-Elect Report	No	No action
Core Subcommittee	<ul style="list-style-type: none"> a. 7 Curricula review completed w/ 2 competencies under review b. All new competencies now covered at AY and MY conferences except Ethics. Reviewing long-term schedule c. Assessing possibility of Core Certification (Achievement) Program 	Yes	No	No	Review and approve Core Champion
Resource Working Groups	All projects underway: <ul style="list-style-type: none"> a. Leadership Assessment Rubric b. Resource Repository c. Educational "landing pages" d. Annual Summary of NACM Content 	Yes	No	No	No action
Special Projects	Planning for #WeToo SJI grant proposal	No	No	No	No action

Time needed at meeting for Committee report: 20 minutes

Submitted by: T.J. BeMent

Date: June 20, 2019



National Association for Court Management

Strengthening Court Professionals



CORE® CHAMPION

Core® Competency Achievement Program “Core Champion” Proposal

Consistent with the Core® Subcommittee’s responsibility for promoting the Core® and NACM’s larger purpose of strengthening court professionals, this proposal would establish a program to encourage greater exposure to the contents of the competencies while avoiding the logistical complexities of a true professional certification program. Education is critical to professional development and, ultimately, better court performance, but many court managers are not aware of how many competencies one must develop to be an effective court leader. The Core® Competency Achievement Program is intended to encourage broader exposure to the Core’s 13 competencies and thereby to raise members’ interest in pursuing more in-depth learning. The Program would recognize the following levels of achievement according to the requirements described below.

Achievement Levels

The 13 Core Competencies are divided into three modules, Principle, Practice, and Vision. There are two competencies within the Principle module, eight within the Practice module, and three in Vision. Members who satisfy requirements for the following combinations of competencies will be recognized:

- Core Explorer: One Competency from each module
- Core Principle Specialist: All competencies within the Principle module (2)
- Core Practice Specialist: All competencies within the Practice module (8)
- Core Vision Specialist: All competencies within the Vision module (3)
- Core Champion: All thirteen competencies of the Core

The Achievement Program establishes some alternative pathways along which members might be recognized while being encouraged to learn about all of the competencies and to reach the highest level, becoming a Core Champion. At the completion of any of the first four levels, a member would receive a certificate. Core Champions would be recognized with a special Core pin.

Requirements

NACM is not in a position to test an individual’s *mastery* of any of the competencies, but the Association should require at least a minimum level of exposure to and familiarity with the content of any given competency before granting any form of recognition associated with this Program. Exposure will require attendance at one of the Core® sessions at a NACM conference. This exposure requirement might also be obtained by watching the session via live-stream or in



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recorded format. At each level of achievement, familiarity will be demonstrated by a simple structured response test that a member would complete when seeking recognition for any of the Core® Achievement levels described above. Such a test would consist of a small number of focused questions for the participant to answer (ex: why the particular competencies were chosen key take-aways from the subjects, etc.). For the final level of Core Champion, the participant will be required to write a short form article about what benefit(s) they gained from the Core and how they intend to use it in the future. The Core Committee will review the articles submitted and will select some of them to publish in the *Court Express*. Each year at the Annual Conference, the names of the participants achieving the Champion level will be announced.

Program Administration

Overall management of the Core Competency Achievement Program will occur under oversight of the Core Subcommittee and at the direction and authorization of the NACM Education Committee. NACM will create a sign up for each level. The Core Committee will create the forms needed for the individual to report the various stages of achievement. The participant will be required to self-report on the honor system once each level has been satisfied. The Core Committee Chair will be responsible for creating the various sub-committees necessary.

Notes from Committee:

- This will start as a pilot program with the potential for expansion, such as including other Core related sessions, i.e., ICM classes, State level trainings, etc.
- Add another level of achievement such as presenting Core sessions at the local level

**National Association for Court Management
Supplemental Report
For the Five Months Ended May 31, 2019**

National Association for Court Management
Budget vs Actual
For the Five Months Ended May 31, 2019

	YTD	Annual Budget	Variance	% Budget
Revenue				
4000 · Membership Dues/Regular	\$ 99,485.00	\$ 180,000.00	\$ (80,515.00)	55%
4005 · Membership Dues/Associate	11,260.00	7,625.00	3,635.00	148%
4010 · Membership Dues/Sustaining	2,600.00	4,500.00	(1,900.00)	58%
4015 · Membership Dues/Retired	600.00	1,600.00	(1,000.00)	38%
4025 · Membership Dues/Student	140.00	245.00	(105.00)	57%
4030 · Membership Dues/DUAL	7,015.00	1,200.00	5,815.00	585%
4035 · Membership Dues/eLimited	315.00	900.00	(585.00)	35%
4050 · Scholarship Fund	379.23	3,000.00	(2,620.77)	13%
4065 · Donations/Other	45,000.00	90,000.00	(45,000.00)	50%
4070 · Interest Income/Regular	1,795.23	-	1,795.23	0%
4080 · Unrealized Gain/Loss	41,270.96	3,500.00	37,770.96	1179%
4090 · Fees and Registrations	406,690.69	508,000.00	(101,309.31)	80%
4100 · Social/Other Income	3,380.00	10,000.00	(6,620.00)	34%
4110 · Vendor Income	132,990.00	226,875.00	(93,885.00)	59%
4120 · Sponsorship Income	29,500.00	101,000.00	(71,500.00)	29%
4130 · Grant Income	47,504.04	156,350.00	(108,845.96)	30%
4140 · Advertising Income	6,250.00	14,500.00	(8,250.00)	43%
4150 · Publication Sales	1,390.00	500.00	890.00	278%
Total Revenue	837,565.15	1,309,795.00	(472,229.85)	64%
Expense				
5100 · Travel/General	16,388.52	61,500.00	(45,111.48)	27%
5105 · Travel/President	5,133.91	20,000.00	(14,866.09)	26%
5110 · Travel/Officer	-	1,500.00	(1,500.00)	0%
5120 · Travel/Site Visit	495.70	4,000.00	(3,504.30)	12%
5125 · Travel/Association Serv.	7,565.15	20,800.00	(13,234.85)	36%
5130 · SJI Speaker Travel	4,140.71	15,500.00	(11,359.29)	27%
5200 · Honoraria	5,000.00	15,000.00	(10,000.00)	33%
5300 · Conference Expenses	16,246.30	54,849.00	(38,602.70)	30%
5310 · Food and Beverages	205,795.32	418,000.00	(212,204.68)	49%
5320 · Audio Visual	20,000.00	80,000.00	(60,000.00)	25%
5400 · President's Discretionary	7.27	2,500.00	(2,492.73)	0%
5600 · Scholarships	-	7,865.00	(7,865.00)	0%
5650 · Awards	-	1,300.00	(1,300.00)	0%
5700 · Presidents Gifts	170.13	400.00	(229.87)	43%
6000 · Telephone	0.68	3,600.00	(3,599.32)	0%
6010 · Webinars	-	2,988.00	(2,988.00)	0%
6200 · Postage	886.46	4,250.00	(3,363.54)	21%
6300 · Printing/Photocopying	2,815.00	11,125.00	(8,310.00)	25%
6400 · Office Supplies	117.08	100.00	17.08	117%
6410 · LinkedIn	-	2,000.00	(2,000.00)	0%
6500 · Insurance Expense	2,629.01	7,700.00	(5,070.99)	34%
6600 · Consultant	35,550.30	52,758.00	(17,207.70)	67%
6610 · Audit Fee	1,000.00	10,000.00	(9,000.00)	10%
6700 · Website Devp/Internet Exp	2,500.00	-	2,500.00	0%
6800 · Credit Card Fees	12,304.59	15,000.00	(2,695.41)	82%
6810 · Licenses & Fees	156.00	281.00	(125.00)	56%
6820 · Admin Supp/Contract Fee	192,261.48	384,523.00	(192,261.52)	50%
6950 · Depreciation	1,847.21	-	1,847.21	0%
7000 · Grant Match-Travel	953.60	15,500.00	(14,546.40)	6%
7010 · Grant Match-Honorarium	750.00	15,000.00	(14,250.00)	5%
7020 · Grant Match-Audio Visual	29,188.18	96,150.00	(66,961.82)	30%
7030 · Grant Match-Admin Support	33,928.50	67,857.00	(33,928.50)	50%
Total Expense	597,831.10	1,392,046.00	(794,214.90)	43%
Change in Net Assets	\$ 239,734.05	\$ (82,251.00)	\$ 321,985.05	

**National Association for Court Management
Budget Vs Actual - Annual Conference
For the Five Months Ended May 31, 2019**

Class Code:	Annual Conference- SJI Grant 1010	Annual Conference- Other 1000	Total Annual Conference 1000	Annual Conference Budget	Annual Conference % of Budget
Revenue					
4090 • Fees and Registrations	-	327,775.69	327,775.69	420,000.00	78%
4100 • Social/Other Income	-	3,310.00	3,310.00	7,000.00	47%
4110 • Vendor Income	-	79,400.00	79,400.00	184,500.00	43%
4120 • Sponsorship Income	-	17,000.00	17,000.00	83,300.00	20%
4130 • Grant Income	-	-	-	108,800.00	0%
Total Revenue	-	427,485.69	427,485.69	803,600.00	53%
Expense					
5130 • SJI Speaker Travel	-	-	-	12,500.00	0%
5200 • Honoraria	-	-	-	10,000.00	0%
5300 • Conference Expenses	-	8,149.00	8,149.00	43,400.00	19%
5310 • Food and Beverages	-	169,085.14	169,085.14	363,000.00	47%
5320 • Audio Visual	-	-	-	60,000.00	0%
5650 • Awards	-	-	-	1,300.00	0%
5700 • Presidents Gifts	-	170.13	170.13	400.00	43%
6200 • Postage	-	-	-	2,000.00	0%
6300 • Printing/Photocopying	-	-	-	100.00	0%
6500 • Insurance Expense	-	2,000.00	2,000.00	2,000.00	100%
6600 • Consultant	14,837.50	-	14,837.50	26,300.00	56%
6810 • Licenses & Fees	-	131.00	131.00	128.00	102%
7000 • Grant Match-Travel	-	-	-	11,500.00	0%
7010 • Grant Match-Honorarium	-	-	-	10,000.00	0%
7020 • Grant Match-Audio Visual	-	-	-	76,150.00	0%
Total Expense	14,837.50	179,535.27	194,372.77	618,778.00	31%
Change in Net Assets	\$ (14,837.50)	\$ 247,950.42	\$ 233,112.92	\$ 184,822.00	

National Association for Court Management
Budget Vs Actual - Mid Year Conference
For the Five Months Ended May 31, 2019

Class Code:	Mid Year Conference- SJL Grant	Mid Year Conference- Other	Total Midyear Conference	Mid Year Conference	Mid Year Conference
	1510	1500	1500	Budget	% of Budget
Revenue					
4050 · Scholarship Fund	-	-	-	-	0%
4080 · Unrealized Gain/Loss	-	-	-	-	0%
4085 · Realized Gain/Loss	-	-	-	-	0%
4090 · Fees and Registrations	-	78,915.00	78,915.00	88,000.00	90%
4100 · Social/Other Income	-	70.00	70.00	3,000.00	2%
4110 · Vendor Income	-	53,590.00	53,590.00	42,375.00	126%
4120 · Sponsorship Income	-	12,500.00	12,500.00	17,700.00	71%
4130 · Grant Income	47,504.04	-	47,504.04	47,550.00	100%
4140 · Advertising Income	-	-	-	-	0%
4150 · Publication Sales	-	-	-	-	0%
Total Revenue	47,504.04	145,075.00	192,579.04	198,625.00	97%
Expense					
5100 · Travel/General	-	234.61	234.61	-	0%
5130 · SJL Speaker Travel	840.65	3,300.06	4,140.71	3,000.00	138%
5200 · Honoraria	-	5,000.00	5,000.00	5,000.00	100%
5300 · Conference Expenses	-	8,097.30	8,097.30	11,449.00	71%
5310 · Food and Beverages	-	34,395.35	34,395.35	55,000.00	63%
5320 · Audio Visual	20,000.00	-	20,000.00	20,000.00	100%
6200 · Postage	-	477.22	477.22	1,500.00	32%
6500 · Insurance Expense	-	629.01	629.01	500.00	126%
6600 · Consultant	19,550.00	-	19,550.00	19,550.00	100%
7000 · Grant Match-Travel	-	953.60	953.60	4,000.00	24%
7010 · Grant Match-Honorarium	-	750.00	750.00	5,000.00	15%
7020 · Grant Match-Audio Visual	-	29,188.18	29,188.18	20,000.00	146%
7030 · Grant Match-Admin Support	-	-	-	-	0%
Total Expense	40,390.65	83,025.33	123,415.98	144,999.00	85%
Change in Net Assets	\$ 7,113.39	\$ 62,049.67	\$ 69,163.06	\$ 53,626.00	

National Association for Court Management
Budget Vs Actual - Other Program
For the Five Months Ended May 31, 2019

Class Code:	Communications 2000	Court Manager 2020	Court Express 2030	Membership 3000	Guides 4000	Restricted-Special Project Fund 6000	General Operations 9000	Total Other	Other Class Budget	Other Class % of Budget
Revenue										
4000 • Membership Dues/Regular	\$ -	\$ -	\$ -	\$ 99,485.00	\$ -	\$ -	\$ -	\$ 99,485.00	\$ 180,000.00	55%
4005 • Membership Dues/Associate	-	-	-	11,260.00	-	-	-	11,260.00	7,625.00	148%
4010 • Membership Dues/Sustaining	-	-	-	2,600.00	-	-	-	2,600.00	4,500.00	58%
4015 • Membership Dues/Retired	-	-	-	600.00	-	-	-	600.00	1,600.00	38%
4025 • Membership Dues/Student	-	-	-	140.00	-	-	-	140.00	245.00	57%
4030 • Membership Dues/DUAL	-	-	-	7,015.00	-	-	-	7,015.00	1,200.00	585%
4035 • Membership Dues/eLimited	-	-	-	315.00	-	-	-	315.00	900.00	35%
4050 • Scholarship Fund	-	-	-	-	-	379.23	-	379.23	3,000.00	13%
4065 • Donations/Other	-	-	-	-	-	-	45,000.00	45,000.00	90,000.00	50%
4070 • Interest Income/Regular	-	-	-	-	-	-	1,795.23	1,795.23	-	0%
4080 • Unrealized Gain/Loss	-	-	-	-	-	-	41,270.96	41,270.96	3,500.00	1179%
4090 • Fees and Registrations	-	-	-	-	-	-	-	-	-	#DIV/0!
4140 • Advertising Income	2,000.00	3,650.00	600.00	-	-	-	-	6,250.00	14,500.00	43%
4150 • Publication Sales	-	570.00	-	-	820.00	-	-	1,390.00	500.00	100%
Total Revenue	2,000.00	4,220.00	600.00	121,415.00	820.00	379.23	88,066.19	217,500.42	307,570.00	71%
Expense										
5100 • Travel/General	-	-	-	-	-	-	16,153.91	16,153.91	61,500.00	26%
5105 • Travel/President	-	-	-	-	-	-	5,133.91	5,133.91	20,000.00	26%
5110 • Travel/Officer	-	-	-	-	-	-	-	-	1,500.00	0%
5120 • Travel/Site Visit	-	-	-	-	-	-	495.70	495.70	4,000.00	12%
5125 • Travel/Association Serv.	-	-	-	-	-	-	7,565.15	7,565.15	20,800.00	36%
5310 • Food and Beverages	-	-	-	-	-	-	2,314.83	2,314.83	-	0%
5400 • President's Discretionary	-	-	-	-	-	-	7.27	7.27	2,500.00	0%
5600 • Scholarships	-	-	-	-	-	-	-	-	7,865.00	0%
6000 • Telephone	-	-	-	-	-	-	0.68	0.68	3,600.00	0%
6010 • Webinars	-	-	-	-	-	-	-	-	2,988.00	0%
6200 • Postage	-	-	-	-	-	-	409.24	409.24	750.00	55%
6300 • Printing/Photocopying	-	2,815.00	-	-	-	-	-	2,815.00	11,025.00	26%
6400 • Office Supplies/Expense	-	-	-	-	-	-	117.08	117.08	100.00	117%
6410 • LinkedIn	-	-	-	-	-	-	-	-	2,000.00	0%
6500 • Insurance Expense	-	-	-	-	-	-	-	-	5,200.00	0%
6600 • Consultant	-	-	-	-	-	-	1,162.80	1,162.80	6,908.00	17%
6610 • Audit Fee	-	-	-	-	-	-	1,000.00	1,000.00	10,000.00	10%
6700 • Website Devp/Internet Exp	-	-	-	-	-	-	2,500.00	2,500.00	-	0%
6800 • Credit Card Fees	-	-	-	-	-	-	12,304.59	12,304.59	15,000.00	82%
6810 • Licenses & Fees	-	-	-	-	-	-	25.00	25.00	153.00	16%
6820 • Admin Supp/Contract Fee	-	-	-	-	-	-	192,261.48	192,261.48	384,523.00	50%
6950 • Depreciation	-	-	-	-	-	-	1,847.21	1,847.21	-	0%
7000 • Grant Match-Travel	-	-	-	-	-	-	-	-	-	0%
7030 • Grant Match-Admin Support	-	-	-	-	-	-	33,928.50	33,928.50	67,857.00	50%
Total Expense	-	2,815.00	-	-	-	-	277,227.35	280,042.35	628,269.00	45%
Change in Net Assets	\$ 2,000.00	\$ 1,405.00	\$ 600.00	\$ 121,415.00	\$ 820.00	\$ 379.23	\$ (189,161.16)	\$ (62,541.93)	\$ (320,699.00)	



National Association *for* Court Management

Strengthening Court Professionals

Committee Progress Report Form – 2018-2019

Committee: Communications Committee

	Report	Due Date	Submission Date
	Fall Progress Report	October 18, 2018	
	Midyear Progress Report	January 15, 2019	
X	Annual Progress Report	June 17, 2019	June 17, 2019; amended June 18

Project or Topic	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
Podcasts	1. Facebook Live “Podcast” from Vegas 2. Podcasts <ul style="list-style-type: none">June episode is a follow-up podcast about Artificial Intelligence. It will feature Abhijeet Chavan and IV AshtonJuly episode is tentatively planned to be about Ransomware. (All episodes air the third Thursday of each month.)	Yes ¹	No	No	
2020 Guide	NACM Media Guide Subcommittee, chaired by Communications Committee Member Dorothy Howell, is actively working on drafting the guide.	Yes	No	No	
Webinars	COSCA’s 2018 Policy Paper “Courts Need to Enhance Access to Justice in Rural America” – June 27 Tentative plan is for the 3 rd quarter webinar to be about Non-lawyer Navigators in State Courts. Self-	Yes	No	No	

¹ SFA#1, Goal 1.3 Increase use of social media for outreach, distribution of materials, etc.

Project or Topic	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
	<p>Represented Litigation Network Director Katherine Alteneider has offered to assist NACM with presenting a webinar on this topic.</p> <p>Suggest NACM consider hosting a future webinar on the importance of internal controls. See Norman Meyer's blog postings on the same subject.</p>				
Website	<p>1. Resource Index</p> <p>Dawn Palermo is leading this effort with subcommittee members Roger Rand, Andra Motyka, Cherie Lusk. The group is making significant progress. T.J. and Jeffrey have also been involved in this endeavor.</p> <p>2. Topic-specific Website Landing Pages</p> <p>This project work is pending completion of the Resource Index project. With the full index in place, it will be easy to determine which topic-specific landing pages should be developed as content in the resource index is being categorized by topic.</p> <p>3. Audience-specific Landing Pages</p> <p>Rick Pierce is working with subcommittee members Dorothy Howell, Johnny Tse, and Trish Batley to develop audience-specific pages for academicians, funding authorities, and community leaders. After the subcommittee identifies the content to be included on these pages, Jeffrey and Janet will develop the pages.</p> <p>4. Website Statistics</p>	Yes²	No	No	Jeffrey will review the statistics for board members

² SFA #2, Goal 2.1-Create a “database” of *Court Manager* and conference session materials by topics and authors; and 2.2 Develop website landing pages for key topics – SJI Priorities, webinars, etc.

Project or Topic	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
Social Media	Kevin continues to post great content to NACM's social media platforms, including posts marketing NACM events and resources.	Yes	No	No	
Court Manager	Fall Edition: Copy deadline: June 28; magazine will post September 13. Winter Edition: Copy deadline: September 27; magazine will post December 13.	No	No	No	
Court Express	September Edition: Copy deadline: September 6; distribution: September 26 November Edition: Copy deadline: November 8; distribution: November 22.	No	No	No	
Records Management Policy	During the last board call, the board decided that the Governance Committee should address this policy. Frank will work with Greg and the Governance Committee to prepare a final draft policy.	No	No	No	

Time needed at meeting for Committee report: Five minutes for Jeffrey.

Submitted by: Chair Alyce Roberts

Date: June 20, 2019

NACMNET.ORG Annual Website Analytics

June 1, 2018—June 1, 2019

Over the past
year we had...

150,460
Pageviews

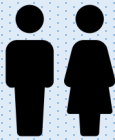


47,970
Sessions

WHO WERE THESE VISITORS?



- People came from 146 countries.
- 88.69% from the US and 1.16% from Canada.
- 22.5% visited from a mobile device. Of those, 61.06% were on the iOS platform, 26.49% Android and 12.41% Windows.
- 59.2% were female and 40.8% male.
- 5.71% ages 18-24
24.05% ages 25-34
24.59% ages 34-44
24.72% ages 45-54
15.73% ages 55-64



WHERE DID THEY COME FROM?

- Average search terms: nacm, nacm conference, national association for court management / managers
- 44.7% came to the site directly; 39.4% from an organic search; 1.6% from social media.
- Re: Social Media—50.9% Facebook, 22.5% Twitter, 20.86% LinkedIn



HOW DID PEOPLE SPEND THEIR TIME ON OUR SITE?

- Top Viewed Pages: Homepage, Conferences, Member Portal and Resources
- Podcasts page received 1,467 pageviews since launching.
- Careers page received 557 pageviews since launching.
- The average visitor spends about 1.15 seconds per page and views an average of 3.14 pages per session.



HELPFUL DEFINITIONS

Pageviews: an instance of an Internet user visiting a particular page on a website.

Sessions: a group of interactions one user takes within a given time frame on your website.

Bounce Rate: percent of users that leave the site after viewing just a single page.

Gender/Age: each Google account has a lot of pre-set personal information, such as age and gender. Google can identify any users who are logged in while they are browsing a website which has Google Analytics running in the background.

Jeffrey's NACM Website Dashboard

Jun 1, 2018 - Jun 1, 2019

All Users
100.00% Sessions

Pageviews

150,460

% of Total: 100.00% (150,460)



Sessions

47,970

% of Total: 100.00% (47,970)



Sessions by Traffic Type

Traffic Type	Sessions
organic	21,629
direct	19,297
referral	7,038
email	6

Sessions by Keyword

Keyword	Sessions
(not set)	26,340
(not provided)	18,450
nacmnet.org	417
nacm	303
national association of court management	243
nacm conference 2019	214
national association for court management	212
NACM	99
amazon	76
national association of court managers	56

Pageviews by Page

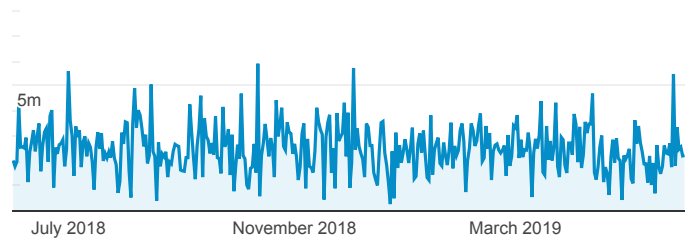
Page	Pageviews
/	32,234
/conferences/	14,003
/member-portal/	5,506
/member-login/?url=/member-portal/	5,341
/resources/	4,572
/event/2019-annual-conference/?instance_id=22	3,957
/join-us/	3,845
/calendar/cat_ids~17/	3,648

Sessions and Avg. Session Duration by Country

Country	Sessions	Avg. Session Duration
United States	43,713	00:02:41
Canada	433	00:01:47
India	429	00:01:54
France	263	00:00:29
China	220	00:00:09
(not set)	218	00:02:14
Egypt	172	00:01:29
Singapore	140	00:04:32
Germany	132	00:00:18
Philippines	123	00:02:47

Avg. Session Duration

Avg. Session Duration

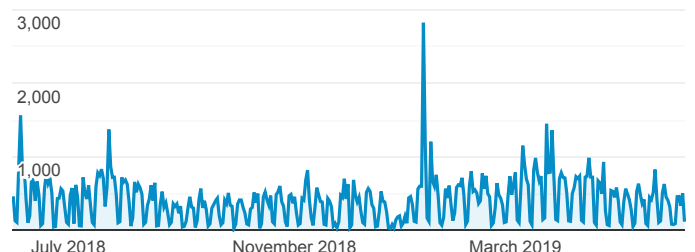


Sessions and Pages / Session by Browser

Browser	Sessions	Pages / Session
Chrome	20,742	3.14
Internet Explorer	12,813	3.57
Safari	7,157	2.32
Edge	3,350	3.84
Firefox	2,739	2.93

Pageviews

Pageviews



/search/oa_id= 1.7

3,518

July 2019

November 2019

March 2019

/event/2019-annual-conference/

3,525

/who-we-are/

3,074

Pageviews and Sessions by Mobile Device Branding

Mobile Device Branding	Pageviews	Sessions
Apple	13,998	6,412
Microsoft	6,821	1,814
Samsung	3,919	1,444
LG	448	195
Motorola	356	134

Bounce Rate

49.46%

Avg for View: 49.46% (0.00%)



Jeffrey's NACM Website Dashboard

Jun 1, 2017 - Jun 1, 2018

All Users
100.00% Sessions

Pageviews

146,078

% of Total: 100.00% (146,078)



Sessions

53,959

% of Total: 100.00% (53,959)



Sessions by Traffic Type

Traffic Type	Sessions
organic	32,029
direct	14,943
referral	6,976
email	8
https://tinyurl.com/i82ucha847na	1
www.JSMiningStatistics.com [4516776]	1
www.tinyurl.com/eo1j0j5i94w	1

Sessions by Keyword

Keyword	Sessions
(not provided)	30,914
(not set)	21,924
nacm	140
national association of court management	66
national association for court management	39
national association of court managers	39
NACM	26
nacmnet.org	13
case flow management	11
amazon	10

Pageviews by Page

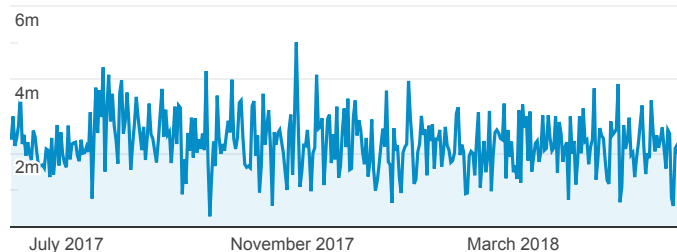
Page	Pageviews
/	31,140
/conferences/index.html	19,226
/CCCG/cccg_1_corecompetency_purposes_cgsummary.html	6,671
/resources/index.html	4,617

Sessions and Avg. Session Duration by Country

Country	Sessions	Avg. Session Duration
United States	45,372	00:02:29
India	931	00:01:28
Canada	667	00:01:46
South Africa	626	00:01:35
Philippines	467	00:01:25
Australia	447	00:01:19
United Kingdom	378	00:01:06
Nigeria	329	00:02:09
Kenya	293	00:01:38
Pakistan	248	00:01:34

Avg. Session Duration

Avg. Session Duration

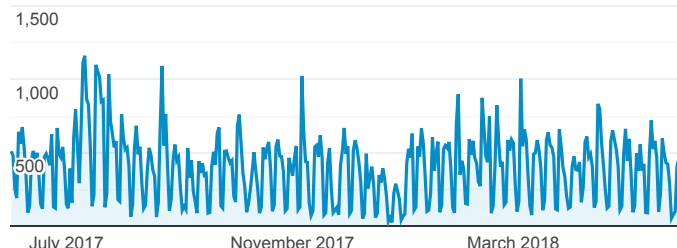


Sessions and Pages / Session by Browser

Browser	Sessions	Pages / Session
Chrome	23,720	2.59
Internet Explorer	13,777	3.35
Safari	8,676	1.86
Firefox	3,296	3.10
Edge	2,867	3.39

Pageviews

Pageviews



/membersonly/index.html	3,655
/home	3,123
/membership/index.html	2,940
/membership/membership-opportunities.html	2,908
/leadership/index.html	2,675
/CCCG/cccg_1_corecompetency_purposes.html	2,660

Bounce Rate

55.13%

Avg for View: 55.13% (0.00%)



Pageviews and Sessions by Mobile Device Branding

Mobile Device Branding	Pageviews	Sessions
Apple	12,131	7,004
Microsoft	5,581	1,620
Samsung	4,322	2,208
(not set)	1,147	673
LG	618	346



National Association *for* Court Management

Strengthening Court Professionals

Committee Progress Report Form – 2018-2019

Committee: _____ Governance _____

	Report	Due Date	Submission Date
	Fall Progress Report	October 17, 2018	
	Midyear Progress Report	January 15, 2019	
X	Annual Progress Report	June 20, 2019	

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
Ethics Committee	The sub-committee has developed a survey of ethics codes and ethic review boards that it would like to send out to courts and administrative offices.	Yes	Yes	Yes	The Governance Committee is asking for a vote by the Board on whether to administer the survey or not.
Discuss communication strategy for resolutions as requested	An original resolution on Public Trust and Confidence in the Courts has been approved.	Yes	Yes	Yes	
“Voice” of the Profession	This year’s Voice of the Profession survey is ready to be administered following the SOP Address.	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
Develop and present the Annual State of Court Management address	The SOP Address has been completed and reaction to it will be part of the subject of a SIG session at the Annual Conference.	Yes	No	No	
In partnership with the Communications Committee develop a communication strategy (including media engagement), to bolster the National Agenda	A discussion on the future development and use of the National Agenda is underway. At the time of this report the plan is to call a special meeting of those involved in the initial creation of the Agenda to get their feedback and advice.	Yes	Yes	?	The discussion that will occur during the noted special meeting will be shared with the Board. It is hoped we can get a vote by the Board on the next steps regarding the Agenda.
Develop and institutionalize an annual process to review and update the Operations Manual and Appendices	The operations manual sub-committee has completed the proposed changes to the manual for this Board year.	Yes	Yes	Yes	The operations sub-committee is looking for Board approval to proposed edits to the manual.

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
Track the implementation of the Strategic Plan	Going forward the Governance Committee will provide a report on the progress in implementing the strategic plan, prior to the annual Fall Board meeting for use in the strategic planning discussion.	Yes	No	No	

Time needed at meeting for Committee report: 20-30 mins.

Submitted by: Greg Lambard

Date: June 14, 2019

Ethics Codes and Ethics Review Boards

On behalf of the National Association for Court Management (NACM), we invite you to complete our survey on court employee ethics codes and ethics review boards. There are six background questions, some questions on courts ethics codes (depending on whether you work for a trial court or a state administrative office, and two questions on ethics review boards. (In this survey, we use term "AOC" to describe a state court system's central administrative office even though your state's administrative office may use a different name.) Your response will, 1) lead us to identify, collect, and catalog more Codes of Conduct from around the country, 2) help us identify ethics review boards and hopefully collect their ethics opinions, and 3) help NACM better understand the role ethics plays with the courts and state administrative offices.

Please complete the survey by _____, 2019.

Thank you again for your help.

Background

Your Email Address

Do You Work for a Court or an Administrative Office (State or Federal)?

Limited Jurisdiction Court _____

General Jurisdiction Court _____

Administrative Office (state or Federal) _____

Court or Organization for Which You Work

State Where You Work

Please use the two-letter state postal code.

Name of Someone Else Who May Be Able to Help on Employee Ethics

This survey is designed to obtain information on court employee ethics codes and ethics review boards. If there is another individual in your organization in a better position to respond, please furnish us with their name and email address.

That Person's Email Address

We will contact that person and ask them to respond to our survey.

Court Ethics Codes

Does Your Court have an Employee Code of Conduct?

Yes ____ No ____ Do Not Know ____

Is the Code of Conduct Part of Your Court's Personnel Rules?

Yes ____ No ____ Not Applicable - Court Does Not Have a Code of Conduct

Do Not Know ____

If the Code is Publicly Available Can You Send the Link?

Please type in the link below. If not available or this question is not applicable just type in "N/A"

Does Your State Have a Judicial Code of Conduct?

Yes ____ No ____ Do Not Know ____

If "Yes" to the Above Question, Must Court Employees Follow the Applicable Sections?

For example, some codes state that court employees must follow all sections of the judicial code of conduct that may be applicable to them.

Yes, the judicial code of conduct has language that employees must follow the applicable sections

No, court employees have their own code of conduct

No, court employees are not addressed in the judicial ethics code

Do Not Know

Administrative Office Ethics Codes

If Your State Administrative Office Has an Employee Code of Conduct

Please type in the link below, so we can obtain a copy of the Code. If not available just type "N/A."

Is the Administrative Office Code of Conduct Part of the Personnel Rules?

Yes _____

No _____

Not Applicable, State Administrative Office Does Not Have a Code of Conduct _____

Do Not Know _____

Are the Courts Required to Follow the State Administrative Office Code of Conduct?

Yes _____

No, The Code applies only to State Administrative Office Personnel _____

Not Applicable, State Administrative Office Does Not Have a Code of Conduct _____

Do Not Know _____

Ethics Review Boards

Most states have Judicial Ethics Review Boards, but we are interested to know if your state or court has an Ethics Review Board specifically focused on court employees. Most courts have personnel review boards (e.g., they review potential personnel violations); we are interested in boards dealing in ethics concerns separate and apart from personnel rule violations.

Does Your State or Your Court have an Employee Ethics Review Board?

The state administrative office has an employee ethics review board

My court has an employee ethics review board

Both the state administrative office and my court have employee ethics review boards

Neither the state administrative office nor my court have an employee ethics review board

Do Not know

Are the Opinions of the Employee Ethics Review Board Open to the Public?

Yes ____

No ____

Not Applicable, There is no Employee Ethics Review Board _____

Do Not Know _____

Continuing the Conversation

Thank You for Participating in Our Survey

We value your comments. (We will ask your permission before including your comments as a quote in any future publication.)

May We Contact You for Additional Comments?

Yes _____ No _____



National Association *for* Court Management
Strengthening Court Professionals

Operations & Procedures Manual

Proposed Revised Version for Approval at July 2019 Annual Board Meeting

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 its currency and accuracy and that all assignments are allocated to appropriate individuals or committees. Board members should document all revisions to the manual for historical reference purposes. [AV1]

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NATIONAL ASSOCIATION FOR COURT MANAGEMENT

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 attendance by several members of an American Bar Association Traffic Court Program sponsored by Jim Economos. The Association was dedicated to promote 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.

NATIONAL ASSOCIATION FOR COURT MANAGEMENT

Organization & Purpose

Mission, Vision and Goals

Mission Statement

NACM is a member organization dedicated to educating court professionals, providing community, sharing information, and advocating on important court and justice system topics.

Vision Statement

NACM will be a preferred source for education and innovative practices and a leading voice for the court management profession.

Core Values of NACM

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

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; 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.
- 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 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.
- 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 association.

Discounts are cumulative where appropriate.

2.0 - [Organizational Structure of NACM](#)

2.1 - Officers

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

2.2 - Directors

The Directors shall consist of ten (10) Regular members as defined in the [Bylaws](#). (Article V, Section 1).

The ten Regular members are to be elected by the members at the annual business meeting, to serve staggered three-year terms. [AV2][CV3]

2.3 - Board

The Officers and Directors shall constitute the Board.

2.4 - Association Services

The National Center for State Courts (NCSC) shall provide services for the Association. Specific services provided include assigning staff individuals 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, etc.

2.5 - 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. 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 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 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 mailed 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. Prepare 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 receiving such requests.
7. Attend meetings of other National Organizations to represent the interests of NACM and report to Board of liaison activities. The responsibility of attending meetings may be delegated to other officers or members at the discretion of the President.
8. Consult with 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:

- 1) Travel expenses for any person(s) not covered in the above section.
- 2) Purchase of food and/or alcohol except as outlined above.
- 3) Personal expenses that are not in accordance with or authorized by NACM policy.
- 4) 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, in order to obtain experience which will be beneficial in the future as President.
4. Serve as Chairperson of the Conference Development Subcommittee, 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 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.
5. Serve as chairperson of the Finance Committee.
6. Serve as chairperson of the Education Committee.
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. 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.
12. 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.
4. Monitor the budget throughout the year and regularly report 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 posed on the Court Community and 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 Vice Chairperson of the Education Committee.
23. Serve as the Chairperson of the [Conference Site Selection](#) Subcommittee, which includes site visits to geographic locations following the criteria in Appendix. In addition, the Immediate Past President will initiate contact with local associations to solicit and establish ground support for upcoming conferences.
24. Act as liaison with the hotel to secure meeting room, food and beverage and any onsite logistics for the Fall Board Meeting and/or any meeting the Association Services Representative is not in attendance.
25. Approve Board requests for airfare that exceeds \$500.00 to attend Board meetings and Conferences.
26. Act as Administrator of NACM Google Groups to setup 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, and 25 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 and hold meetings as deemed necessary.
2. Serve as Chairperson of the Nominations Committee, which shall be comprised 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.
3. 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
4. Participate in Officer and Board conference calls.

5. Attend all Board meetings.
6. Attend the annual and midyear conferences-
7. Conduct a Board Health Survey every year, in December, and discuss with the Board at the in-person mid-year Board meeting.
8. 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 of a committee 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](#).
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. Pursuant to Article VII of the Bylaws, some duties of the Secretary/Treasurer may be delegated to Association Services. The NCSC's status for performing the services described is as an independent contractor.

6.0 - NACM Committees Roles and Duties

Role Description:

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 in designated storage location and turn them over to the new committee chairperson or officer, upon that person's appointment.
7. The President 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.
9. Chairs will recognize and award subcommittee members who demonstrate outstanding contributions to the goals of the subcommittee.

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. NACM has established the following:

Permanent Committees

Executive Committee
Nominations Committee
Governance Committee

Standing Committees

Membership Committee
Past Presidents Committee
Communications Committee
Education Committee
Conference Development Committee
Core® Committee

Special/Ad Hoc Committees

COSCA/NACM Joint Technology Committee (JTC)

Partnership Committees and Liaisons

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 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, but are not limited to, 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 a chairperson of this committee and its other regular committee members. The committee chairperson 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 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 committee, with the approval of the Governance Chairperson, 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. Review, draft and/or recommend support for resolutions that are provided for consideration by partnering agencies (COSCA, CCJ, etc.).
7. Draft proposals for original resolutions for consideration by the NACM Board.

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 coordinator, maintain and update the ethics section of the NACM website.
3. Contribute relevant ethics materials to NACM publications.
4. Develop and maintain an ethics opinion database where NACM members may submit ethics questions and receive advisory opinions based upon the NACM Model Code of Conduct.
5. 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.

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 – Education Committee

The NACM Vice President serves as the chair and the Secretary/Treasurer as the Vice Chair. The Education Committee reflects NACM's commitment to educating court professionals. Its work is divided into educational services and programs that NACM offers.

Responsibilities and Role:

1. The committee coordinates the efforts of NACM to ensure that premier educational content is provided to the court professional community.
2. The committee may form temporary working groups on NACM resources to provide guidance on additional NACM products and services including guides, webinars and other content.
3. The committee shall oversee any certification or similar programs or educational partnerships of NACM.
4. Accomplish any additional educational objectives of NACM as set forth in NACM's [Strategic Plan](#).

6.3.2.1.1 - Conference Development Subcommittee

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® Competency Curriculum Guidelines within its educational program.
 - 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). [AV4]

- f. Disseminate speaker expectations and follow-up evaluations.
- 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 an Education subcommittee for each conference 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 will designate a committee member to be responsible for the social activities at the conference.
 - c. Assist in the development of conference-related marketing and related materials
 - i. Conference flyer
 - 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)[AV5]
 - 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
 - i. The Chair will designate a committee member to be responsible for the Host recruitment activity.
 - ii. 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.
 - a. Draft invites for consideration by the President and send to
 - 1. First-Time Attendees
 - 2. Past Presidents
 - 3. First Impressions Team.
- 4. Assist the 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](#).

6.3.2.1.2 – Core® Subcommittee

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

Responsibilities and Role:

1. Maintain the Core® Website and all content.
2. Update and maintain Core® curricula.
3. Partner with conference development and other committees to ensure delivery and consistency of Core® material to the membership, including annual and mid-year conferences.
4. Assist the Secretary/Treasurer with maintaining the Core® [trademark](#) and registration.
5. Present Core® curricula at state association conferences or as requested.

6.3.2.2 - 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. [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.
 - b. [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.
 - c. [Edward C. Gallas Award](#) – The Edward C. Gallas Award may award tuition assistance in the amount of \$1,500 to one NACM member to attend Phase II, Phase III, or Phase IV of the ICM Fellows Program (formerly known as the Court Executive Development Program). Only those who have been admitted to the upcoming ICM Fellows Phase II class are eligible to apply.
 - d. [NACM ICM Scholarship](#) – NACM may award an Institute for Court Management (ICM) Scholarship in the amount of \$1,500 for tuition assistance for one NACM member to attend the Distance

Learning, Residential, Court Project, and/or Presentation and Graduation Phases of the ICM Fellows Program (formerly known as the Court Executive Development Program) of the National Center for State Courts (NCSC) Institute for Court Management (ICM). Only those who have been admitted to the upcoming ICM Fellows Distance Learning class are eligible to apply.

- e. [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.
 - f. [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.
 - g. [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.
- 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.
 - 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 coordinator to ensure member benefits are promoted (and current) on NACM's website.

6.3.2.2.1 - 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 mid-year and annual conferences.
7. Manage ECP Reception for annual conference.
8. Organize ECP Fundraiser during annual conference.

6.3.2.2.2 - 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 - 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.

6.3.2.4 – 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 coordinator, and a social media coordinator chairs the committee.

Specific Responsibilities:

1. Create and publish editions of the *Court Manager* annually.
2. Create and publish editions of the *Court Express* annually, 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 Coordinator, 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 and Twitter), promoting public awareness of NACM, conferences, 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. Ensure that requirements for conducting a survey, as stated in the [Communications Plan](#), are met and that **survey results** are posted to NACM's Connected Community Board Page.
10. Maintain and update as necessary the **NACM Toolkit**; the **Web How-to Guide**; **Guide Selection Protocol**; and **Webinar History** document.

6.3.2.4.1 – 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 appoints regular *Court Manager* contributors and, upon consultation with the NACM President, appoints the Executive Editor 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 coordinator, social media coordinator, and the NACM's association manager to ensure all communications with members and partners are professional, accurate, and delivered in a timely manner.

6.3.2.4.2 – 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 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.

6.3.2.4.3 – Website Coordinator

Working in conjunction with the NACM's association manager, the website coordinator is responsible for ensuring that the content on NACM's website is current. This includes:

- ongoing monitoring of website to ensure website content is current and relevant;
- timely posting of association news and announcements for members, visitors, and partners;
- ensuring web links are current; making recommendations to the board for website enhancements as necessary;
- ensuring that exclusive member resources are maintained and posted in the "members only" section of the website;

6.3.2.4.4 – Social Media Coordinator

Using social media and NACM's conference app, the social media coordinator 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. The social media coordinator 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.

6.3.2.4.5 – Editors for the *Court Manager* and *Court Express*

The editor 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 may call on officers and directors for assistance as needed. The editor 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 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 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 – This one didn't exist until I added it. Should there be something here?

6.3.2.6 - 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

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 - RESERVED

6.3.3.2 - RESERVED

6.3.3.3 - RESERVED

6.3.3.4 - Partnership Committees and Liaisons

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

Joint Technology Committee

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).

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.

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.

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.

Academy of Architecture (AIA)

The 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.

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 court management professional skill-building. 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

The [Bylaws](#) may be amended by a two-thirds vote of the members entitled to vote who are present 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).

* * * * *

Suggested amendments to this Manual should be directed to the Chairperson of the Governance Committee when appropriate.

Revisions to NACM Operations & Procedures Manual

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

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
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

July 2016
Governance Committee

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

	<p>per previous Board approvals</p> <p>Added Core Committee and responsibilities to the list of Standing Committees</p> <p>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</p> <p>Added new section (10.0) on Non-Profit Status to match Articles of Incorporation</p> <p>Formatting and clean-up</p>
<p>July 2017</p> <p>Governance Committee</p>	<p>Add Resolutions and Strategic Plan Subcommittees</p> <p>Various formatting updates</p> <p>Clean-up of all Appendices using new standardized format</p>
<p>August 2017</p>	<p>Completed Operations Manual edits from Annual meeting</p> <p>Finalized appendices edits – Site selection, conference guidelines, travel reimbursement, McQueen Award, committee awards, nominations procedures</p>
<p>2019</p> <p>Governance Committee</p>	<p>Completed Operations Manual edits from Annual meeting</p> <p>Updated information for Board members</p> <p>Updated information for Communications Committee</p> <p>Updated information for Core Committee to reflect change to Education Committee</p> <p>Reformatted entire manual</p>
<p>August 2017</p>	
<p>2019</p>	



National Association *for* Court Management

Strengthening Court Professionals

Past President's Committee Progress Report Form – 2018-2019

	Report	Due Date	Submission Date
	Fall Progress Report	October 18, 2018	
	Midyear Progress Report	January 15, 2019	
X	Annual Progress Report	June 17, 2019	June 14, 2019

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
Past President's Committee	Hosted several meetings with past presidents including meeting to discuss bylaw and articles of incorporation draft changes.	N	N	N	
Nominations Committee	Committee formed, interviews scheduled for Sunday, July 21, 2019	N	N	N	

Time needed at meeting for Committee report: 0 Minutes

Submitted by: Vicky Carlson

Date: June 14, 2019



National Association for Court Management

Strengthening Court Professionals

Membership Committee Progress Report Form – 2018-2019

	Report	Due Date	Submission Date
	Fall Progress Report	October 18, 2018	
	Midyear Progress Report	January 15, 2019	
X	Annual Progress Report	June 17, 2019	June 17, 2019

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 Appreciation Event	This event was a success. Dozens of members participated each day, increasing web traffic, and member engagement.	Yes	No	No	
Membership Benefits and Justification	A letter justifying membership expense was developed to be added to the Membership Benefits page of the website.	Yes	No	No	
Awards and Scholarship subcommittee	The new award nomination form was implemented, with the newly branded Justice Achievement Award. The 23 scholarship applications were evaluated quickly and thorough and recipients were notified in a timely manner.	No	No	No	

Career Fair	Four courts reserved tables for the Career Fair. Supplemental offerings will be available during this time period. The Membership Committee will reach out to the four participating courts to thank them and solicit feedback for future events.	Yes	No	No	
LinkedIn Recruitment	<p>The LinkedIn representative spoke with Michelle telephonically, and is sending written guidelines for pricing and options.</p> <p>Janet, Jeffrey and Kevin continue to post organic content. These posts can be sponsored to show in feeds for member recruitment.</p>	Yes	Yes	Yes	I will present several options for how to pursue LinkedIn sponsored content. I would like the Board to provide suggestions or guidance as to the best way to maximize use of this resource. Some funds are budgeted for this purpose, and I will look for Board approval as to how to use the funds.

Time needed at meeting for Committee report: 30 Minutes

Submitted by: Michelle Dunivan

Date: 6/17/2017

NEW MEMBERS TO NACM						
	2014	2015	2016	2017	2018	2019
January	46	37	24	33	41	24
February	28	34	16	22	11	13
March	25	30	17	40	31	48
April	36	30	39	17	23	59
May	52	65	22	32	40	26
June	25	36	18	23	21	21
July	19	15	16	20	9	
August	20	11	47	11	6	
September	10	11	15	10	17	
October	13	23	16	14	11	
November	9	10	21	18	12	
December	14	16	38	12	29	
TOTAL:	297	318	289	252	251	191

TOTAL MEMBERS					
	2014	2015	2016	2017	2018
January	1716	1713	1747	1755	1791
February	1685	1723	1732	1756	1751
March	1672	1719	1714	1778	1746
April	1708	1731	1727	1769	1743
May	1746	1781	1733	1784	1752
June	1748	1787	1719	1780	1745
July	1734	1747	1679	1754	1715
August	1715	1733	1696	1744	1722
September	1703	1729	1694	1744	1667
October	1695	1734	1694	1744	1646
November	1682	1730	1709	1762	1662
December	1693	1736	1737	1762	1696
Average:	1708.08	1738.58	1715.08	1761	1719.67

DROPPED/PURGED MEMBERS						
	2014	2015	2016	2017	2018	2019
January	-30	-24	-17	-24	-28	-1
February	-67	-36	-37	-30	-56	-75
March	-47	-49	-38	-36	-42	-53
April	-28	-28	-34	-32	-37	-22
May	-44	-31	-25	-23	-44	-35
June	-36	-43	-43	-33	-35	-46
July	-35	-58	-61	-54	-44	
August	-42	-31	-34	-30	0	
September	-27	-19	-19	-16	-73	
October	-25	-23	-17	-19	-35	
November	-23	-19	-12	-14	-13	
December	-9	-17	-18	-21	-1	
TOTAL:	-413	-378	-355	-332	-408	-232

REINSTATED MEMBERS					
	2014	2015	2016	2017	2018
January	12	7	4	9	16
February	8	12	6	9	5
March	9	15	3	18	6
April	28	10	8	6	11
May	30	16	9	6	13
June	13	13	11	6	7
July	2	4	5	8	5
August	3	6	4	9	1
September	5	4	2	6	1
October	4	5	1	5	3
November	1	5	6	14	17
December	6	7	8	9	6
TOTAL:	121	104	67	105	91

2019
1734
1683
1694
1752
1762
1746
1728.5

[illegible]

	2015	2016	2017	2018	2019
Jan	37	24	33	41	28
Feb	34	16	22	11	14
Mar	30	17	40	31	50
Apr	30	39	17	23	59
May	65	22	32	40	26
Jun	36	18	23	21	21
Jul	15	16	20	9	
Aug	11	47	11	6	
Sep	11	15	10	17	
Oct	23	16	14	11	
Nov	10	21	18	12	
Dec	16	38	12	29	
New Members	318	289	252	251	CN
Percentage of membership	18%	17%	14%	15%	
Members Jan 1	1713	1736	1737	1762	CS
Members Dec 31	1736	1737	1762	1696	CE
RETENTION RATE	0.8277875	0.8341014	0.8693149	0.8200908	
	82.78%	83.41%	86.93%	82.00%	

*New Members + New Complimentary Members

NACM Membersh

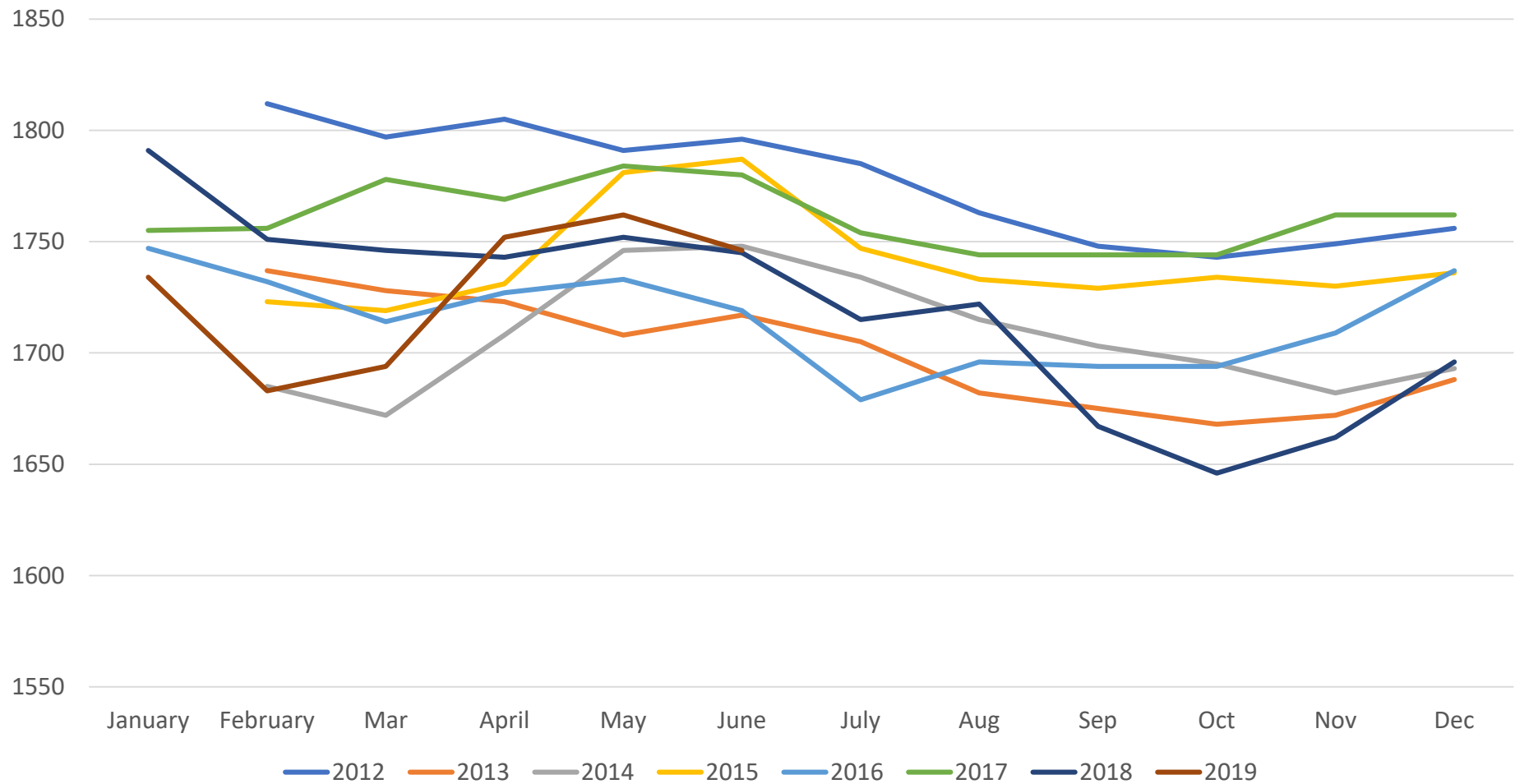
2012			2013			2014			2015		
Month	Members	Gain/Loss	Month	Members	Gain/Loss	Month	Members	Gain/Loss	Month	Members	Gain/Loss
January	1808	10	January	1770	14	January	1716	28	January	1713	20
February	1812	4	February	1737	-33	February	1685	-31	February	1723	10
March	1797	-15	March	1728	-9	March	1672	-13	March	1719	-4
April	1805	8	April	1723	-5	April	1708	36	April	1731	12
May	1791	-14	May	1708	-15	May	1746	38	May	1781	50
June	1796	5	June	1717	9	June	1748	2	June	1787	6
July	1785	-11	July	1705	-12	July	1734	-14	July	1747	-40
August	1763	-22	August	1682	-23	August	1715	-19	August	1733	-14
September	1748	-15	September	1675	-7	September	1703	-12	September	1729	-4
October	1743	-5	October	1668	-7	October	1695	-8	October	1734	5
November	1749	6	November	1672	4	November	1682	-13	November	1730	-4
December	1756	7	December	1688	16	December	1693	11	December	1736	6
TOTAL YEAR +/-		-42	TOTAL YEAR +/-		-68	TOTAL YEAR +/-		5	TOTAL YEAR +/-		43

ip Numbers

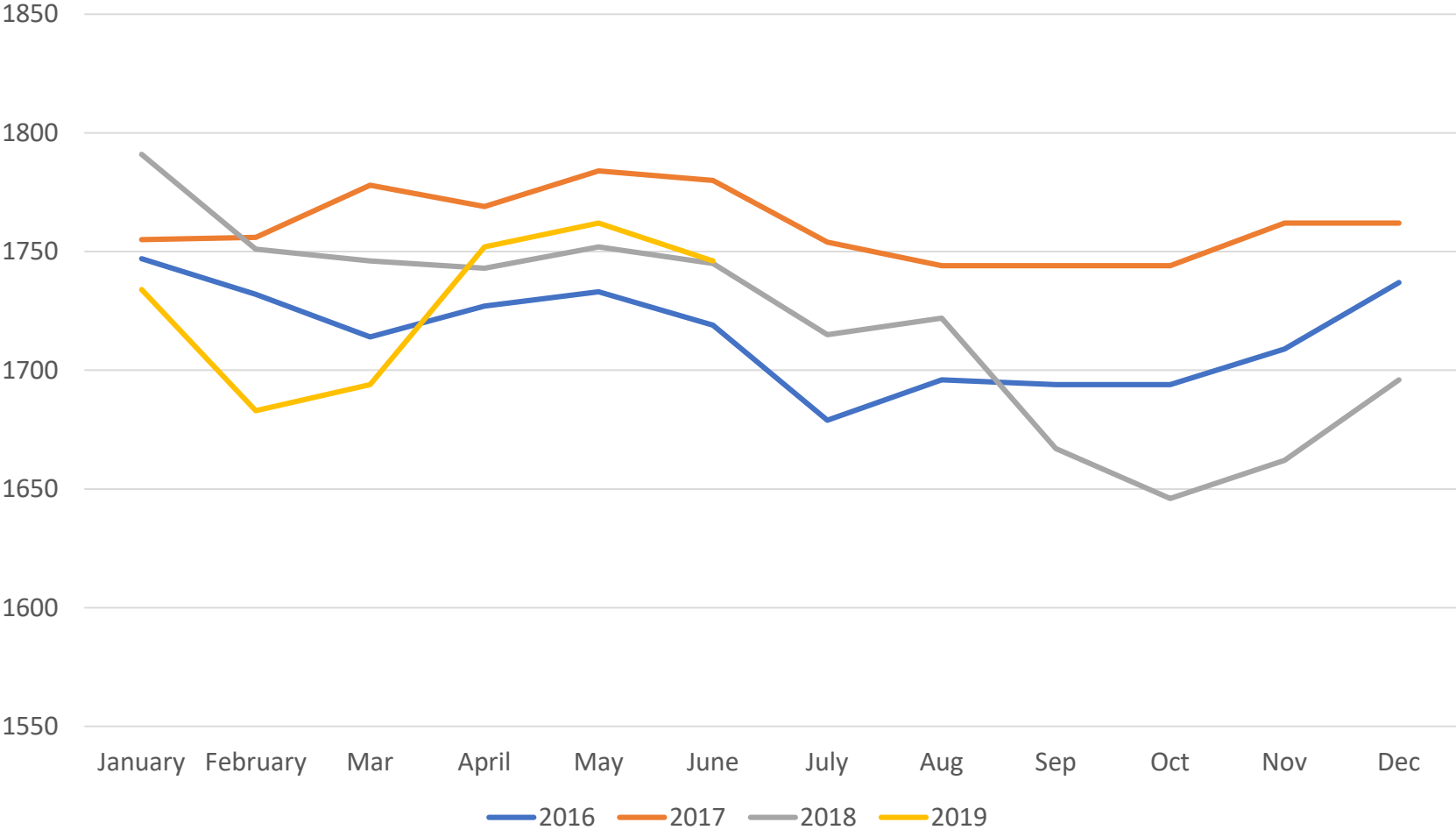
2016			2017			2018			TOTAL	
Month	Members	Gain/Loss		Members	Gain/Loss		Members	Gain/Loss	Month	Gain/Loss
January	1747	11	January	1755	18	January	1791	29	January	130
February	1732	-15	February	1756	1	February	1751	-40	February	-104
March	1714	-18	March	1778	22	March	1746	-5	March	-42
April	1727	13	April	1769	-9	April	1743	-3	April	52
May	1733	6	May	1784	15	May	1752	9	May	89
June	1719	-14	June	1780	-4	June	1745	-7	June	-3
July	1679	-40	July	1754	-26	July	1715	-30	July	-173
August	1696	17	August	1744	-10	August	1722	7	August	-64
September	1694	-2	September	1744	0	September	1668	-55	September	-95
October	1694	0	October	1744	0	October	1647	-21	October	-36
November	1709	15	November	1762	18	November	1662	16	November	42
December	1737	28	December	1762	0	December	1696	34	December	102
TOTAL YEAR +/-		1	TOTAL YEAR +/-		25	TOTAL YEAR +/-		-66	TOTAL	-102

2019		
	Members	Gain/Loss
January	1734	38
February	1683	-51
March	1694	11
April	1752	58
May	1762	10
June	1746	-16
July		
August		
September		
October		
November		
December		
TOTAL YEAR +/-		50

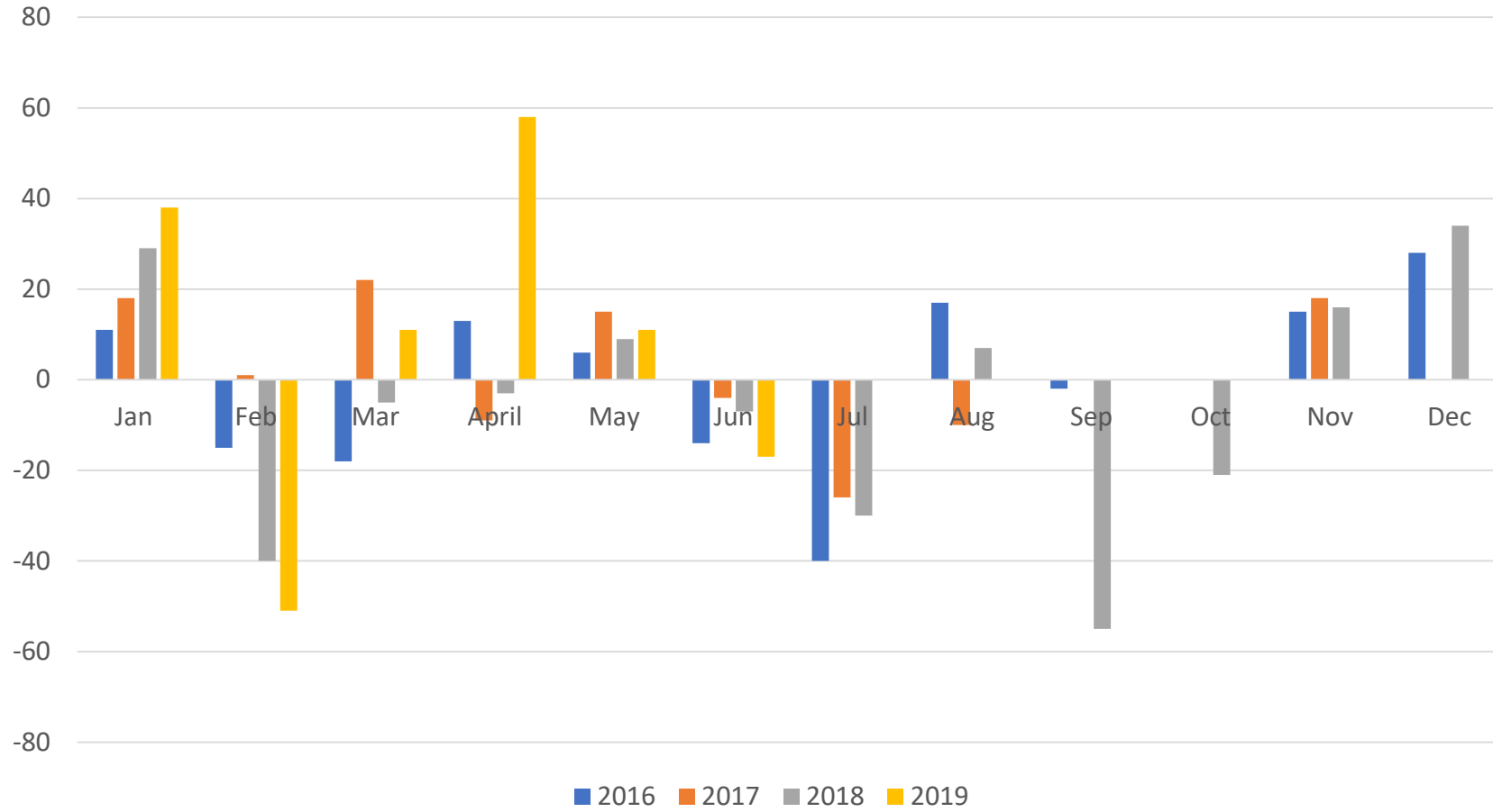
NACM Membership Trends (Annually)



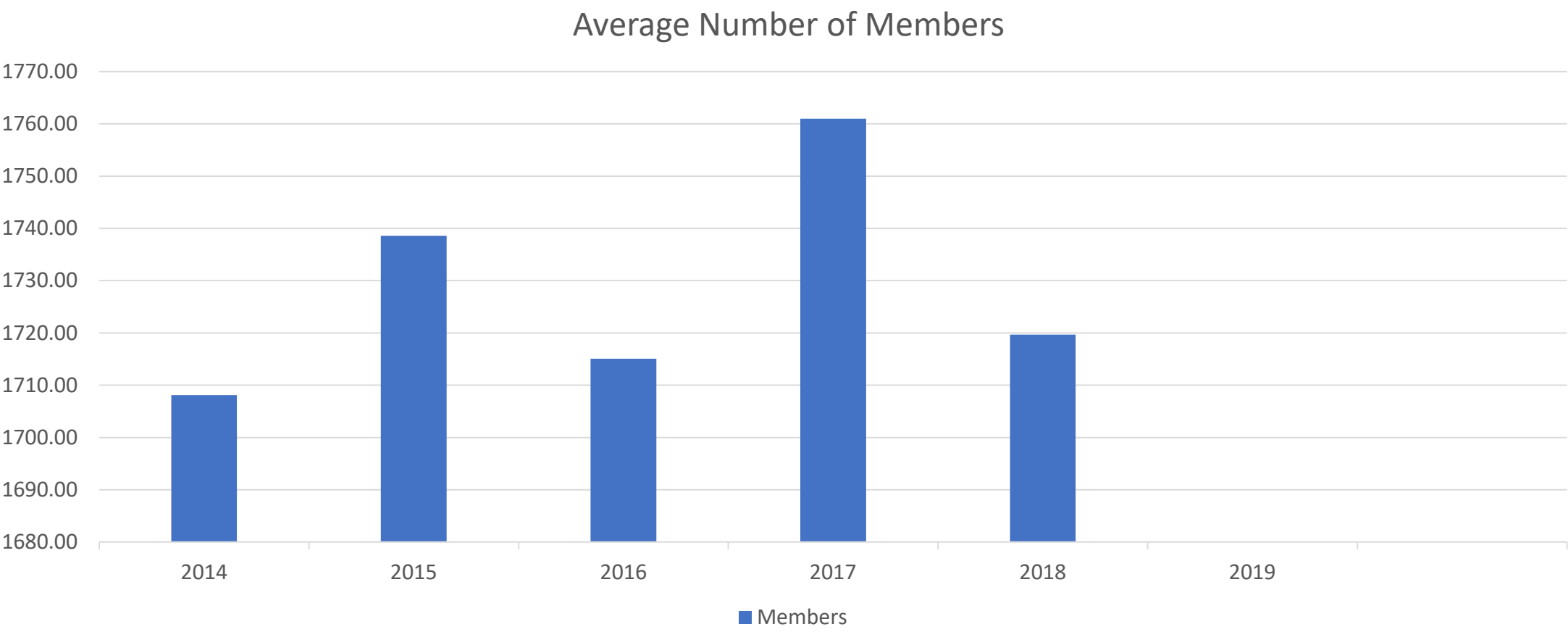
Nacm Membership Trends (Annually)



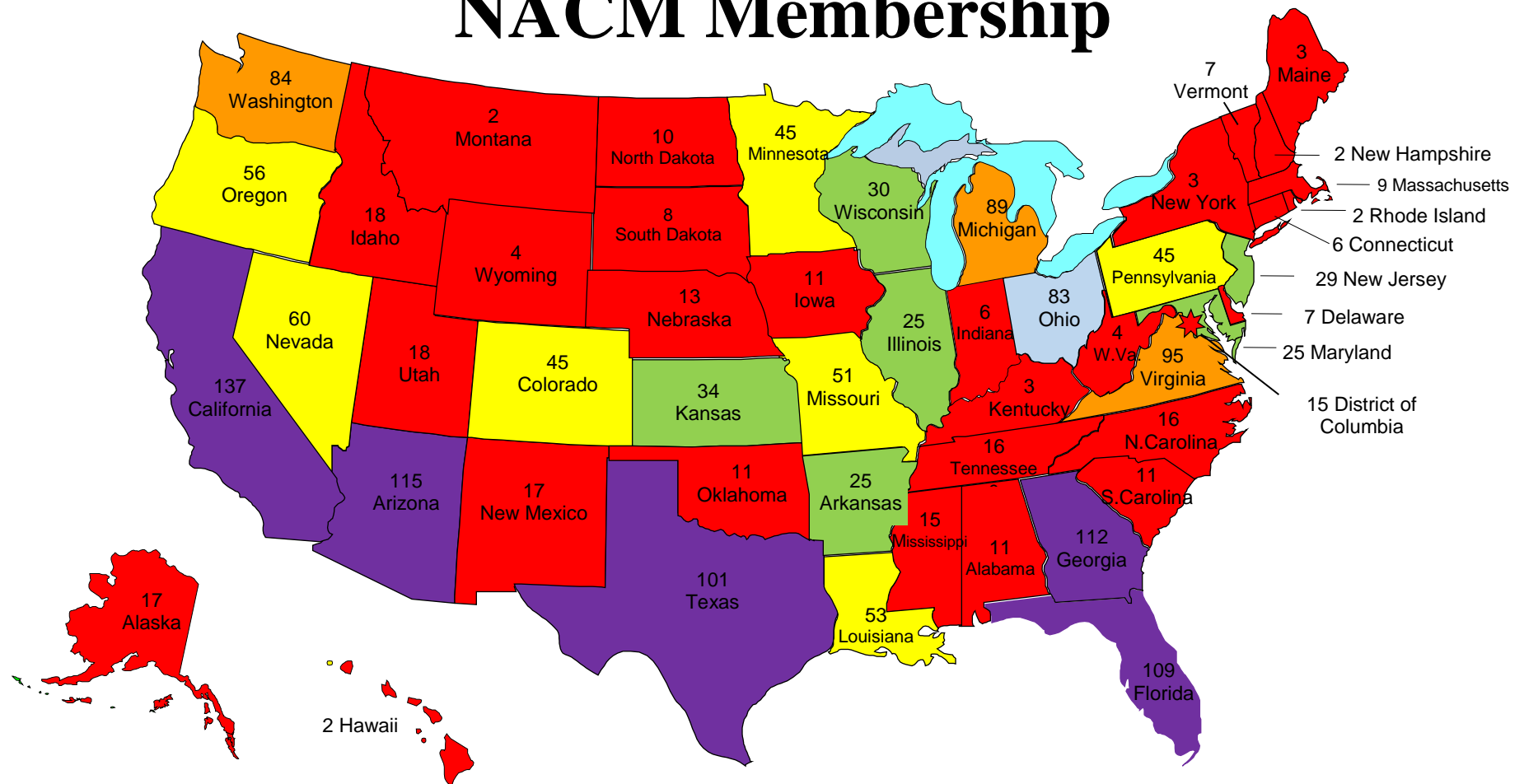
Net member loss/gain
(New Members + New Members Comp + Reinstated – Dropped/Purged)



Average Members/Year



NACM Membership



NACM Members

U.S. Territories:

American Samoa	2
Guam	4
Puerto Rico	1
Virgin Islands	1

Total U.S. and Territories – 1724

Total Membership -1,746

International:

Afghanistan	1
Australia	3
British Columbia	2
Canada	5
China	1
India	1
Jamaica	1
Luxembourg	1
Marshall Islands	1
Montserrat	1
Saipan	1
Scotland	1
Singapore	2
Ukraine	1
TOTAL	22

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



Who we are:

All courts have an interest in increasing public trust and confidence in the judicial system, delivering fair and impartial justice and *being seen* to deliver fair and impartial justice. The Conference of Court Public Information Officers (CCPIO) is the only professional organization dedicated to the role of court communicators worldwide. Our more than 100 members represent courts from across the United States, Canada, Guam, the Philippines, Trinidad/Tobago and Albania.

Court communicators (PIOs) serve as liaisons between the judiciary and the public at all levels of the justice system, including municipal courts, trial courts, appellate courts and administrative offices of the courts. CCPIO members' duties are diverse. Most have a leadership role in their courts. They manage media relations, advising judges and court executives and making timely responses to complex queries; develop strategic communications plans and policies; build community engagement programs; lead civic education efforts; develop educational resources for self-represented litigants; and manage content for court publications, websites and social media platforms. Some also handle legislative and governmental affairs, internal communications, and law-related education. Others specialize in visual storytelling through print or digital media.

What we do:

CCPIO provides a robust environment in which court communication professionals have built a collegial community of collective wisdom, whether members work alone, in teams or in large public information offices. We offer our members a variety of communication channels to share ideas, insights and expertise across time zones and even continents. We provide professional development opportunities tailored to the unique needs of court communicators, from digital resources and tutorials to regularly scheduled live online discussions. The highlight of our year is our annual meeting – three days chock-full of educational sessions tied to our core competencies.

Who we work with:

CCPIO is partnering with the National Association for Court Management to draft a "Media Guide for Court Managers," and at NACM's 2019 Annual Meeting, CCPIO members will lead a public outreach session and a core competency session about communications. CCPIO also developed the "Managing High-Profile Cases for the 21st Century" website with the National Center for State Courts, the National Judicial College and the State Justice Institute. Previously, CCPIO partnered with the NCSC and the E.W. Scripps School of Journalism at Ohio University to conduct the nation's first comprehensive survey of how courts, judges and court staff used and were impacted by social media, providing four years of comparative data. CCPIO also works with the Conference of Chief Judges/ Conference of State Court Administrators (CCJ/COSCA), the National Association of State Judicial Educators, (NASJE), the National Association for Presiding Judges and Court Executive Officers (NAPCO) and the National Conference of Appellate Court Clerks (NCACC).



National Consortium on Racial & Ethnic Fairness in the Courts

SECRETARIAT: NATIONAL CENTER FOR STATE COURTS, 300 NEWPORT AVENUE, WILLIAMSBURG, VA 23185

Report to the Board of Directors of The National Association for Court Management

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Background

The National Consortium on Racial and Ethnic Fairness in the Courts (*National Consortium*) (www.national-consortium.org) was founded 1989 as a collaborative of four founding State Task Forces and Commissions on racial and ethnic bias in the judiciary. In subsequent years, the National Consortium has grown to over thirty-seven state court systems. Its mission is to promote a court system that is fair to all and free of racial and ethnic bias and to inspire a high level of trust and public confidence in the courts. The National Consortium is committed to encouraging the highest courts of each state to create, revitalize and support commissions to examine the treatment accorded minorities in their courts and eliminate bias from court operations, promote equal access to the courts. The National Consortium is interested in collaborating with organizations on racial/ethnic fairness issues.

Collaborations

On July 28, 2019, the National Consortium will participate in the National Council of Juvenile and Family Court Judges' (NCJFCJ) Diversity, Equity and Inclusion initiative DEI Summit with representatives from the leading national bar and other organizations. The DEI Summit will focus on ways to harness our collective efforts to address our common goals of racial and ethnic fairness in the legal system.

National Engagement Project

In collaboration with the Conference of Chief Justices and the National Center for State Courts, the National Consortium has participated in the National Engagement Project for the last four years to receive information from the public on ways to make the legal system more equitable for marginalized communities. Six awardees have been selected to develop pilot programs for their communities during the next phase of the engagement project – Massachusetts, Kansas City Missouri municipal court, Franklin County, Ohio, Puerto Rico, Texas, and Nebraska.

National Consortium 2019 Annual Meeting

The 2019 annual meeting was held May 19 – 21, 2019 in Miami, Florida. We recognize the challenges experienced by thousands of citizens who seek to reenter society after serving prison sentences. Mr. Desmond Meade, our plenary speaker, is a former inmate and current President of the Florida Rights Restoration Coalition (FRRCO), which is recognized for its work on felony disenfranchisement issues. He is a graduate of Florida International University College of Law who cannot practice law in Florida due to his criminal conviction. Mr. Meade led the effort that resulted in the passage of Amendment 4 in 2018 that restored voting rights to over 1.4 million Floridians with past felony convictions. Amendment 4 put an end to Jim Crow-era laws in Florida and represents the largest single expansion of voting rights in the United States in the last 50 years. The National Consortium will continue to monitor reentry legislation that is pending in other states.

2019 Equity Award

The National Consortium seeks to recognize individuals and organizations who share its mission of equity and fairness in the legal system. Toward that end, we posthumously honored Jeff Adachi, Esquire, San Francisco Public Defender, with the 2019 Equity Award. He was nominated by the National Association for Public Defense. Mr. Charles Martinez, the Dade County Public Defender accepted the award.

Respectfully Submitted,

Hon. Susan F. Maven
NCREFC President/Moderator



International
Association For
Court Administration



Dear NACM colleagues,

July, 2019

Best wishes to you as you hold your annual conference in Las Vegas. Unfortunately, I will be unable to attend and thus have designated Norman Meyer to be the official IACA representative. Norman will be available during your conference to discuss anything related to IACA.

For your information, here is a summary of current IACA activities:

- International Conference in Nur-Sultan, Kazakhstan (17-18 September 2019)

The conference will include a comprehensive agenda focused on enhancing access to justice, improving public trust and confidence, and achieving efficiency through innovation. Attendees will also have access to the International Justice Forum being held in conjunction with the International Association of Judges. Information and registration can be found at <https://iaca.memberclicks.net/iaca-conference>

- New membership structure

This year IACA enacted free basic individual membership. There is also a professional membership level (\$50), with additional benefits. The hope is that having free basic memberships will result in a more robust membership and enhance participation in IACA activities. Further information can be found at <https://iaca.memberclicks.net/join-iaca1>

- Publications

IACA's flagship publication is the *International Journal of Court Administration*. The latest edition has articles on developing IT in the courts, responding to the opioid crisis, effective court administration and the right to a fair trial, and comparative funding of courts in multiple countries.

<https://www.iacajournal.org/>

In 2017 IACA expanded its publications with *The Court Administrator* in order to fill a need to provide "nuts and bolts" information specifically geared to court administrators. The latest issue has articles on self-help centers, jury trials, service management, video solutions, and court reform.

<https://iaca.memberclicks.net/the-court-administrator>

IACA looks forward to continuing the collaboration between our two organizations. Again, best wishes for a wonderful NACM conference!

Mark Beer, IACA President



JUSTICE PROGRAMS OFFICE

SCHOOL of PUBLIC AFFAIRS

About Justice Programs Office at American University

The [Justice Programs Office](#) (JPO), a center in the School of Public Affairs at American University, works with the justice community to improve justice policies and practices. JPO is dedicated to a fair and equitable justice system for all. We support criminal justice reform, the Sixth Amendment right to counsel, problem-solving courts, and holistic interventions to help those who have been impacted by the criminal and civil legal systems.

Our programs address systemic challenges related to policy, program effectiveness, communications, and operations. We use translational research, innovative solutions, and collaboration to advance a fairer, more effective, and equitable justice system. Our work includes the development and provision of evidence-based practices, program evaluation, training and technical assistance, and capacity-building.

JPO engages with academics, justice system practitioners and experts, public policy experts, nonprofit organizations, government policymakers, communities, and returning citizens. We work to improve outcomes for individuals, find solutions to break the cycle of justice involvement, and to restore a sense of dignity to individuals, families, and communities.

2019 Accomplishments

Right to Counsel (R2C) National Campaign

R2C System Actor Roundtable Report

The Right to Counsel National Campaign, led by the [Justice Programs Office](#), is a national awareness campaign to inform and engage policymakers, criminal justice stakeholders, and the public on the importance of meaningfully carrying out the Sixth Amendment right to counsel and the effective delivery of public defense services. This year, the team released a new report, [Engaging System Actors in Support of the Right to Counsel](#), in coordination with the [National Association of Criminal Defense Lawyers](#) and the [National Legal Aid & Defender Association](#). The report presents findings from a series of six roundtable discussions with key criminal justice system actors: from court administrators (supported by the National Association for Court Management), state prosecutors, the law enforcement community, representatives from state administering agencies, county officials, and judges. The roundtables were held to determine perceptions of the effectiveness of public defense delivery systems, the most pressing challenges, possible solutions to improving public defense, and what role each stakeholder can play in advancing improvements and ensuring the constitutional right to counsel.

Enhancing Caseflow Management to Ensure Effective Assistance of Counsel

In partnership with the [National Association for Court Management](#) and supported by the [State Justice Institute](#), the Justice Programs Office, [Right to Counsel](#) team held a meeting in May with judges and court administrators on how to enhance caseflow management to ensure effective assistance of counsel. In the next few months, JPO will create a white paper, based on the meeting, that lays out a framework for all courts to use to enhance caseflow management by ensuring effective assistance of counsel.

National Drug Court Resource Center (NDCRC)

Drug Court Explainer Animated Video

The [Drug Court Explained](#) is an engaging animated video used to explain drug courts and to show the public and the treatment court community that drug courts are part of the solution to the unprecedented public health crisis of drug addiction.

Drug Court Review

The [Drug Court Review](#) is a peer-reviewed journal established to promote research on issues relevant to the treatment court field and to foster a wider understanding of the programs and participants, identifying challenges faced and successes achieved. The [Winter 2018 issue](#) focuses on veterans treatment courts (VTCs). Currently in press, the Summer 2019 issue addresses emerging innovative treatments and approaches in the treatment court field, and the upcoming Winter 2019 issue focuses on tribal court and rural courts. Once available, the journals can be [accessed here](#).

Podcast Series: *On the Docket with the National Drug Court Resource Center*

As part of NDCRC, JPO produces [On the Docket with the National Drug Court Resource Center](#): a multi-part podcast series focused on treatment courts. Podcast topics so far include (1) Family Treatment Courts and (2) Treating the Opioid Crisis.



JUSTICE PROGRAMS OFFICE SCHOOL of PUBLIC AFFAIRS

Racial and Ethnic Disparities (RED) Program Assessment Tool Website

The Racial and Ethnic Disparities (RED) Program Assessment Tool was designed to capture information about treatment court's operation and procedures, with an emphasis on examining areas where racial and ethnic disparities may exist. The assessment is a series of open and closed-ended questions on: Court Information, Intake, Assessments, Demographics, Team Members, Training, Drugs of Choice and Treatment/Support Services, and Evaluation and Monitoring. As part of the assessment, treatment courts receive recommendations and are encouraged to create programs that are fair and equitable to all participants regardless of race and/or ethnicity. The RED launched in July at the NADCP conference.

Issue Briefs

As part of NDCRC, JPO produces issue briefs to further inform the treatment court field about topics of importance. The team recently developed the [U.S. Opioid Crisis: Causes, Effects, and Steps Being Taken](#) and [Accessing Substance Use Disorder and Related Treatment Services Training for Law Enforcement](#) issue briefs. [To view all issue briefs go here.](#)

Veterans Treatment Court Webinar

Our recent webinar, "[Veterans Treatment Courts: Exploring Operations and Issues to Inform the Future.](#)" examined the various aspects of VTCs. The expert panel discussed the VTC concept and its relationship to drug courts and mental health courts and delved into the variation in the implementation of VTC programs across the United States, addressing target populations, stakeholders, services available, program requirements, and military culture. Implications of these programmatic variations were explored along with lessons learned and recommendations for the future of VTC policy, practice, and research.

Juvenile Drug Treatment Court (JDTC) Training and Technical Assistance Initiative

Launched in 2016, the [Juvenile Drug Treatment Court](#) (JDTC) Training and Technical Assistance (TTA) Initiative assists JDTC practitioners to bring their policies and their practices in alignment with the Office of Juvenile Justice and Delinquency Prevention (OJJDP)'s 2016 *Guidelines*. The JDTC TTA Initiative created a self-assessment tool with partners in the field to quickly show the TTA team the site's degree of alignment with the OJJDP *Guidelines*. Site specific TTA is then designed according to these results.

In 2017, the JDTC TTA team was assigned to provide TTA to three court sites that were selected to participate in OJJDP's evaluation of the *Guidelines*. Each of these sites received a three-day *Guidelines* training as well as a three-day site visit. In October 2018, the team received requests for TTA from four new sites, all of whom will receive the *Guidelines* by August 2019. By September 2019, the team will have presented at 26 conferences and provided intensive in-person TTA to more than 20 courts.

Maximizing OVC's Survivor Assistance in Court Settings (MOSAICS)

[MOSAICS](#) was launched in 2019 to provide training and technical assistance to justice stakeholders to identify survivors of human trafficking, respond to their needs, and eliminate their re-victimization in court settings. The project purpose is to work with courts to help court teams become more trauma responsive.

The Justice in Government Project

Justice in Government Toolkit

The Justice in Government Project team provides strategic guidance to state and local officials seeking to leverage civil legal aid to achieve their policy and programmatic goals and ensure the maximum benefit from dollars spent on low- and moderate-income people and communities. The team developed an [online toolkit](#) that provides research on how legal aid can help states further their policy and programmatic goals, information about funding legal aid, and examples of successful partnerships and programs.

Legal aid can both help make already existing government programs more effective, efficient, and fair as well as help [close the justice gap](#). When governors call for reducing veteran homelessness, addressing the opioid crisis, increasing access to healthcare, and stopping elder abuse, legal aid can help get the best results from the state's programs and partners, often while saving scarce public funds. [Learn more.](#)



National Association of State Judicial Educators

July 2019

Report from the National Association of State Judicial Educators (NASJE) to the Board of the National Association for Court Management (NACM).

In the 2018-2019 year, NASJE has begun and/or participated in several important projects and initiatives as follows:

- Our committees have been re-energized with new appointments and new leadership. In the case of the International, Fundraising and Futures committees, new missions were assigned, and work has begun.
- A partnership agreement between NACM and NASJE was negotiated and signed, by which NASJE agrees to teach a leadership/management workshop to selected NACM leaders at the NACM annual conference.
- The membership committee conducted a membership satisfaction survey as the first step in NASJE's Vision 2020 five-year strategic plan. The Futures committee will lead the work on the strategic plan.
- At the request of members, a workgroup on online learning is being organized with the goal of providing members guidelines in the development and implementation of e-learning classes, programs and curricula.
- NASJE participated in the National Task Force on opioid addiction and has been contracted to develop and monitor judge training in this area, scheduled to begin this year.
- NASJE members continue to produce new and innovative training and education not only for judges but also for judicial branch employees both in the United States and abroad.

In addition, the 2018 Annual Conference held in Austin, TX was the largest NASJE conference in its history. The 2019 conference will be hosted by the Colorado Judiciary in the Mark Carr Judicial Center in Denver.

NASJE membership is at an all-time high and continues to grow. 47 states have representatives in the association.

We look forward to continuing our partnership with NACM.

Dr. Anthony Simones, President of NASJE

National Association of Women Judges



The **NAWJ** (founded in 1979) promotes the judicial role in protecting the rights of individuals under the rule of law through strong, committed, diverse judicial leadership; fairness and equality in the courts; and equal access to justice. NAWJ was at the forefront in establishing and implementing gender bias task forces in federal and state courts. NAWJ advances the administration of justice in areas of domestic violence, child support and custody, and the treatment of women in USA courts. It is a respected leader in educating judges on elder abuse, sentencing of women offenders with substance abuse problems, improving conditions for women in prison, and problems facing immigrants in our court system. Membership includes trial and appellate, administrative, tribal, and military judges (federal, state, and tribal courts) at every level of the judiciary, from throughout the US; international tribunals; attorneys, law clerks, law students, and law professors. Below are some examples of NAWJ's work in 2018-2019.

➤ **Policy Work**

During NAWJ's participation in the U.S. Commission on Civil Rights public briefing "Women in Prison: Seeking Justice Behind Bars", members shared research and experience fighting to create differentiated spaces, improve conditions, and provide programs and resources for women and girls. Also, NAWJ celebrated passage of the NY Domestic Violence Survivors Justice Act, allowing judicial discretion for sentencing survivors of domestic violence who have been convicted of crimes directly related to abuse.

➤ **Combating Sexual Harassment**

NAWJ began an initiative, #WETOO in the Legal Workplace. The initiative convenes state legislators & legislative women's caucus leaders with lawyers and attorneys expert in employment law and the workplace. Two examples: A meeting of US Congressional Women's Caucus & NAWJ judges; and NAWJ joined the California Women Lawyers & California Legislative Women's Caucus to assess affairs in California.

➤ **National and Regional Conferences**

NAWJ's recent midyear and annual conferences featured professionals who address bail reform, the opioid crisis, non-consensual porn, the application of artificial intelligence in the legal profession, public policy's role in judging; judicial independence, diversity in the judiciary, social media, dementia, and implicit bias. NAWJ convened a special conference to discuss the latest trends on transgender student rights, juvenile immigrant visa status in civil cases, and free speech and campus speech codes. NAWJ presented "Visionary Women: Champions of Perseverance, Persistence and Progress" where attendees discussed how to improve education opportunities for women in prison, safety in the courtroom, protective orders, and encourage young people of minority culture and race to consider careers in the law.

➤ **Re-Entry Programs**

NAWJ holds annual conferences for women in prison nearing re-entry into their home communities. As one example, NAWJ members collaborated in awarding skills training certificates to inmates studying college courses.

➤ **Outreach to Emerging Leaders**

NAWJ's popular outreach program MentorJet reached hundreds of young and aspiring law students to encourage and assist their developing careers in law, and provided a network of mentors for college and law students, and young lawyers, to expand their networks. Two such programs convened at Western Michigan University Cooley Law School and Michigan State University Law School. The Color of Justice program presented with White & Case LLP in Washington, DC, San Diego Superior Court, and Lowell District Court in Massachusetts, targeted middle and high school students with education on the courts, and learning what it means to be a judge.

➤ **International Women's Day**

NAWJ recognized International Women's Day with panel forums in several places: University of Detroit Law School, Western Michigan University Law School, Contra Costa Community College (CA), Washington State Bar Association, and locales in New York City for events at the UN's 63rd Session of the Commission on the Status of Women.



National Court Reporters Association Update

Prepared for the National Association for Court Management

Who the National Court Reporters Association Represents

The National Court Reporters Association (NCRA) is internationally recognized for promoting excellence among those who capture and convert the spoken word to text for more than 100 years. NCRA is the Association for Court Reporters and Captioners. Members include official court reporters, freelancers, broadcast captioners CART providers, and certified legal videographers.

Major priority

NCRA is committed to growing this profession to ensure an ample supply of high-quality court reporters and captioners are available to fill the increasing number of job opportunities both in and out of the courtroom.

NCRA's Discover Steno is a major effort to bring awareness to consumers and potential students about the fields of court reporting and captioning and the tremendous employment opportunities available. The DiscoverSteno website offers a look at the court reporting and captioning professions, includes an inventory survey, and features more information about NCRA's A to Z™ Intro to Machine Steno program, a free, 6-8 week class that teaches participants how to write the alphabet on a real steno machine. The experience allows participants to gauge whether the profession would be a good fit for them.

Today's court reporters and captioners are savvy

Today's court reporters can write 225 words per minute or more when capturing the spoken word. NCRA members rely on the latest in technology to get their jobs done. Today's steno machines are hooked up to computers and other devices to capture what the reporter is typing, unlike the previous machines that relied on paper. In many jurisdictions, it is the court reporter who brings the most advanced technology into the courtroom. NCRA offers a number of certifications that indicate the court reporter's or captioner's excellent skill set and ability to produce the highest quality product.

Legal Education Program

NCRA also offers the Legal Education Program, an invaluable resource supported by the National Court Reporters Foundation. The program facilitates the education of the legal profession about the role of the court reporter through our court reporter-led seminar to educate law students, attorneys and judges on "Making the Record" and on the value of stenographic reporting technology. More information on the Legal Education program can be found on NCRA.org/NCRF.

NCRA 2019 Business Summit

NCRA's 2019 Business Summit held Feb. 1-3 in San Diego, Calif., attracted more than 170 attendees representing firms of all sizes from across the country and abroad and, as promised, delivered cutting-edge content and valuable takeaways for everyone. Formerly called the NCRA Firm Owners Executive Conference, this year's event was positioned to provide new and inspiring sessions designed to deliver the latest in business trends for success. And it did not fail.

NCRA 2019 Convention & Expo

NCRA's 2019 Convention & Expo is happening Aug. 13-15 in Denver, Colo. The keynote speaker this year is renowned consumer advocate and environmental activist Erin Brockovich, who inspired the movie that carries her name.

The movie *Erin Brockovich* turned Brockovich from an unknown legal researcher into a 20th-century icon by showcasing how her persistence was the force behind the largest medical settlement lawsuit in history. She continues to fight and uses her notoriety, knowledge, and dedicated spirit to encourage others to stand up and make a difference.

Ms. Reid:

I want to thank the NACM for giving me the opportunity to provide a brief report on the activities of the National Conference of Appellate Court Clerks (NCACC). Please accept this e-mail as that report.

The NCACC membership is currently composed of 168 regular members and 51 retired members. Nine of these regular members have joined since our last annual meeting. The NCACC, like many other organizations, is undergoing a change in the makeup of its membership as many baby-boomers retire. This presents a great opportunity for our organization to assist our younger members as they assume positions of greater responsibility both within their courts and within our organization. I find this to be a very exciting time for our organization.

The mission of the NCACC is to improve the administration of appellate courts. This is primarily done through the educational program at our annual meeting. This year's annual meeting will be held in Lexington, Kentucky, on July 28 - August 2, 2019, and our host will be Susan Clary, the Clerk of the Supreme Court of Kentucky. So far, 181 members and guests have registered to attend this meeting. I have enclosed a copy of the schedule for this annual meeting so you can have an understanding of this year's educational program. I am delighted to report that we have been able to schedule one joint session with the Association of Reporters of Judicial Decisions, whose annual meeting overlaps with our meeting. We were able to do this same thing several years ago, and it was very interesting to have both groups interact regarding shared issues.

As usual, the NCACC Listserv has been busy this year. Members frequently ask questions using the Listserv, and it is very informative to have the benefit of the responses from appellate court clerks across the nation. While most of the questions relate to appellate court issues, some are broader such as recent question relating to the fees for trial transcript preparation.

The NCACC Website, which the Supreme Court of West Virginia so generously hosts, continues to be the primary method of sharing information with our members and others about our organization. In addition, the Website contains our quarterly publication, The Docket.

Again, I thank you for the opportunity to provide this report. I wish your organization continued success, and I am confident that your upcoming annual meeting in Las Vegas will be a complete success. Please again express my regrets to President DeLosh that I will be unable to attend this meeting.

Daniel E. Shearouse
President, National Conference of Appellate Court Clerks



Business and Education Schedule

Saturday, July 27, 2019 Griffin Gate Marriott Resort & Spa




	8:30 a.m. – 12:30 p.m.	Executive Committee Meeting	
	2:00 p.m. – 5:00 p.m.	Registration	
	1:00 p.m. – 5:00 p.m.	OPTIONAL: Horse Farm Tour	

Sunday, July 28, 2019 Griffin Gate Marriott Resort & Spa and
Kentucky State Capitol Building

	1:00 p.m. – 2:30 p.m.	Registration	
	2:30 p.m. – 3:00 p.m.	New Members and First Time Attendees Orientation	
	3:00 p.m. – 3:30 p.m.	Family and Guest Orientation	
30 min.	3:30 p.m. – 4:00 p.m.	Roll Call of the States and Conference Welcome Daniel E. Shearouse, President Clerk of Court, Supreme Court of South Carolina	Salons A-C
	4:00 p.m.	Load buses for "A Capitol Event"	Kentucky Capitol Frankfort
60 min.	5:00 p.m. – 6:00 p.m.	"The Night Riders of Western Kentucky" – The Honorable Bill Cunningham, Retired Justice, Supreme Court of Kentucky	Supreme Court of Kentucky Courtroom
	6:00 p.m. – 7:30 p.m.	Dinner at the Supreme Court of Kentucky Hosted by the Supreme Court of Kentucky and JAVS	Second Floor Capitol
	7:30 p.m. – 8:30 p.m.	Education Fund Silent/Live Auction	Supreme Court Courtroom
	9:30 p.m. – 11:30 p.m.	Hospitality Suite Opening Night	



Monday, July 29, 2019

Griffin Gate Marriott Resort & Spa

	7:30 a.m. – 8:20 a.m.	Breakfast	
	8:20 a.m. – 8:30 a.m.	Announcements	
90 min.	8:30 a.m. – 10:00 a.m.	Business Meeting (Session I)	Salons A-C
	10:00 a.m. – 10:30 a.m.	Break	
90 min. 	10:30 a.m. – 12:00 p.m.	"Easiest Catch: Don't Be Another Fish in the Dark 'Net" (Part I) Mark Lanterman, Chief Technology Officer, Computer Forensic Services <i>Opperman Speaker</i>	Salons A-C
	12:00 p.m. – 2:00 p.m.	Lunch – On Your Own	
60 min. 	2:00 p.m. – 3:00 p.m.	"Easiest Catch: Don't Be Another Fish in the Dark 'Net" (Part II) Mark Lanterman, Chief Technology Officer, Computer Forensic Services	Salons A-C
90 min. 	3:00 p.m. – 4:30 p.m.	"Ethical Considerations In Media Relations" Tom and Lisa Hall	Salons A-C
	6:00 p.m.	Load Buses for "A Night at Keeneland"	Keeneland Race Course
		"Out of the Starting Gate-A Night at Keeneland" Hosted by Thomson Reuters	
	9:30 p.m. – 11:30 p.m.	Hospitality Suite	


Tuesday, July 30, 2019



Griffin Gate Marriott Resort & Spa

	7:30 a.m. – 8:20 a.m.	Breakfast	
	7:30 a.m. – 8:20 a.m.	Past Presidents Breakfast	
	8:20 a.m. - 8:30 a.m.	Announcements	
75 min. 	8:30 a.m. – 9:45 a.m.	Digital Evidence The Honorable Samuel Anderson Thumma, Judge, Arizona Court of Appeals, Division I	Salons A-C
60 min. 	10:00 a.m. – 11:00 a.m.	Developing an Electronic Records Preservation and Disposition Plan Nial Raaen, NCSC	Salons A-C
	11:00 a.m. – 11:15 a.m.	Vendor Introductions	Salons A-C
	11:15 a.m. – 11:30 a.m.	Break	

	11:30 a.m. – 12:00 a.m.	Vendor Showcase I Thomson Reuters <u>LexisNexis</u>	
	12:00 p.m. – 1:30 p.m.	Vendor Lunch	
	1:30 p.m. – 2:00 p.m.	Vendor Showcase II Thomson Reuters <u>LexisNexis</u>	
	2:00 p.m. – 2:15 p.m.	Break	
	2:15 p.m. – 2:45 p.m.	Vendor Showcase III Thomson Reuters <u>LexisNexis</u>	
60 min.	2:45 p.m. – 3:45 p.m.	What's Bugging You? (members only) Moderator: Patricia L. Bennett, Clerk, Wyoming Supreme Court	Salons A-C
	4:30 p.m. – 5:30 p.m.	C-Track User Group Meeting	
	9:30 p.m. – 11:30 p.m.	Hospitality Suite	

Wednesday, July 31, 2019 Griffin Gate Marriott Resort & Spa

	7:30 a.m. – 8:20 a.m.	Breakfast	
	7:30 a.m. – 8:20 a.m.	Past/Future Host Breakfast	
	8:20 a.m. – 8:30 a.m.	Announcements	
120 min. 	8:30 a.m. – 10:30 a.m.	"Grant-Funded Technology Innovations in California: Clerk's Transcript Assembly & Self-Help Resource Center" Brian Cotta and Mariana Cordova California Court of Appeal, Fifth Appellate District (Fresno)	Salons A-C
	10:30 a.m. – 10:45 a.m.	Break	

45 Min. 	10:45 a.m. – 11:30 a.m.	Discussion on the Texas Judicial Commission on Mental Health The Honorable Barbara P. Hervey, Judge, Court of Criminal Appeals of Texas	Salons A-C
60 min.	11:30 a.m. – 12:30 p.m.	Applying Education: What We've Learned (members only)– Moderators: Pauline Brock, Clerk of the Court of Appeals, Colorado	Salons A-C
	12:30 p.m. – 2:00 p.m.	Lunch – On Your Own	
90 min. 	2:00 p.m. – 3:30 p.m.	Appellate Courts' Use of Social Media Tricia Knox, Supreme Court of Florida Public Information Officer; Blake Hawthorne, Clerk of Supreme Court of Texas; Mary Beth Kuenzel, Clerk of Florida Second District Court of Appeal	Salons A-C
	5:00 p.m.	Load buses for “A Spirited Evening of Dining and Bourbon Tasting”	Woodford Reserve Distillery
	6:00 p.m. – 9:00 p.m.	“Summer Supper and Sippin’” Woodford Reserve Distillery Hosted by Lexis Nexis	
	9:30 p.m. – 11:30 p.m.	Hospitality Suite	

Thursday, August 1, 2019 Griffin Gate Marriott Resort & Spa






	7:15 a.m. – 8:00 a.m.	OPTIONAL: Fun Run/Walk	
	7:30 a.m. – 8:20 a.m.	Breakfast	
	8:20 a.m. - 8:30 a.m.	Announcements	
60 min. 	8:30 a.m. – 9:30 a.m.	Joint Session with Reporters of Decisions	Salons A-C
	9:30 a.m. – 9:45 a.m.	Break	
	9:45 a.m. – 11:00 a.m.	Business Meeting (Session II)	Salons A-C
	11:00 a.m. – 11:30 a.m.	Executive Committee Meeting	Salons A-C
	12:45 p.m. – 6:00 p.m.	OPTIONAL: Golf Tournament	Greenbrier Golf and Country Club

	6:30 p.m. – 9:00 p.m.	“Crossing the Finish Line in Kentucky Derby Style” Cocktail Party, Banquet and Entertainment	Bluegrass Pavilion and Patio
	9:30 p.m. – 12:00 midnight	Hospitality Room	

Friday, August 2, 2019

Griffin Gate Marriott Resort & Spa

	8:30 a.m. – 10:00 a.m.	Critique Breakfast	
	11:00 a.m.-until	OPTIONAL: “Let’s Hit the Bourbon Trail and Go Where the Spirit Takes Us”	On the Bourbon Trail

	Educational Session		Business Meeting		Vendor Show		Vendor Supported or Sponsored		Filmed Session
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Review of Activities – July 2019

National Association for Presiding Judges and Court Executive Officers

NAPCO continues to mature as a re-purposed organization from its predecessor non-profit association, the National Conference of Metropolitan Courts (NCMC), in various ways. Our first strategic plan has been developed and will guide the organization's activities from July 2018 thru June 2021. A capsulized version of our Vision, Mission and Program Activities is attached. NAPCO's overarching purpose is to advance court leadership and governance competences among presiding judges and court executives and in doing so to promote team-building capacities within that key executive component in trial courts of all types, sizes and jurisdictions.

NAPCO will hold its Fourth Annual Conference in Minneapolis, Minnesota, on August 18 – 21, 2019. The Fourth Judicial District Court of Minnesota in Hennepin County (Greater Minneapolis) will host the Conference, led by Chief Judge Ivy Bernhardson, NAPCO President, and District Administrator Sarah Lindahl-Pfieffer, NAPCO Vice President. Conference attendance, at around 225 participants, is much smaller than NACM Annual Conferences. In 2020, the Trial Courts of Massachusetts will host NAPCO's Conference in Boston. The dates are August 23 – 26, 2020, the selected hotel is the Omni Parker House near the Historic John Adams Courthouse where various events will take place.

The theme of this year's Conference is *Situational Leadership and Power: Team-Building and Leading Loosely-Coupled Courts and Justice Systems*. As has been our tradition over the past few years, Leadership Academy Day which is the first full-day of the Conference, is devoted to improving leadership proficiencies. The principal faculty will Dr. Walt Natemeyer. The following day and one/half (annual conferences are only 2.5 days in length) includes a series of plenary and workshop sessions focused on a variety of subjects helpful to PJs and CEOs in their policy, management and governance responsibilities.

Other NAPCO activities include Association work on selected research topics. A few years ago, a white paper was developed reviewing *State Trial Courts' Use of Remote Technology*. It is currently being translated into Mandarin for publication in China. Currently, an update to a 2006 NCSC monograph entitled *Key Elements of an Effective Rule of Court on the Role of the Presiding Judge in Trial Courts* is underway through NAPCO. Both projects were funded by the State Justice Institute.

Vision

NAPCO PROVIDES COURT LEADERSHIP TEAMS WITH THE COMPETENCIES, SKILLS, AND KNOWLEDGE REQUIRED TO ASSURE COURTS ARE LED BY INSPIRED AND CAPABLE JUDICIAL LEADERS AND COURT EXECUTIVES COMMITTED TO OPEN AND ACCESSIBLE COURTS DELIVERING ON THE PROMISE OF JUSTICE FOR ALL.

Mission

NAPCO WILL ENHANCE THE EFFECTIVE ADMINISTRATION OF JUSTICE THROUGH EDUCATION AND RESEARCH IN GENERAL, LIMITED, AND SPECIALIZED COURTS BY STRENGTHENING COURT LEADERSHIP TEAMS, MODERNIZING COURT PROCESSES, AND PROMOTING BEST PRACTICES OF FAIR, ACCESSIBLE, AND ACCOUNTABLE COURTS.

NAPCO WILL ACHIEVE THIS MISSION THROUGH THE FOLLOWING ACTIVITIES AND PROGRAMS

- 1. Build and enhance the governance and leadership skills and capacities of presiding judges and court executive officers.**
- 2. Equip court leaders with the knowledge and tools needed to lead change and court improvement efforts.**
- 3. Create collaborative, complementary alliances with justice system associations that seek to advance the interests of justice and principles inherent in the Rule of Law.**
- 4. Promote and increase membership in NAPCO.**