



**NACM Governance Committee
Conference Call Meeting Minutes**

A conference call via telephone and online webinar of the NACM Governance Committee was held on Wednesday, April 17th, 2019 at 2:00 PM (EST). The meeting was called to order at 2:02 PM (EST) by Greg Lambard, Chair. The meeting proceeded as follows:

I. Roll Call and Introductions

The following committee members and guests were present:

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| - TJ BeMent | - Peter Kiefer |
| - Mark Dalton | - Greg Lambard |
| - Paul DeLosh | - Tina Mattison |
| - Nicole Garcia | - Rick Pierce |
| - Kathy Griffin | - Janet Reid (NCSC) |
| - Frank Hardester | - Angela VanSchoick |

II. Review of Minutes

The minutes from the March 20, 2019 meeting were reviewed and approved as submitted.

III. Update on the Proposed Changes to the Articles of Incorporation and Bylaws

Greg reported out on the continued work to make the necessary changes to NACM's Articles of Incorporation (AOI) in order to allow a change in the number of Directors in the By-Laws. The proposed changes were presented to the Board on the April 2nd call, subsequently Paul DeLosh and he made a few small changes. The final draft forms and notice to the members were reviewed by the committee.

The proposed notice to the membership and the proposed changes to the AOI and Bylaws were reviewed and approved by the committee. There was a suggestion that the members of the Board and this committee be prepared to answer the questions of members regarding the proposed changes and the process to review and vote on those changes. It was decided that the notice should go out to the membership via an email blast.

The manner in which votes on the changes could be accomplished was discussed by Janet Reid. The Bylaws state that an “amendment of the Articles of Incorporation shall require the vote of more than two-thirds (2/3) of those eligible to vote who are present in person or remotely (electronic or otherwise) at the meeting.” It appears there is a need to have a formal vote in order to provide a vote tally to Virginia’s State Corporation Commission. Janet proposed using the conference application to record the vote. There will be a need to find a way to record the vote of those viewing through the live stream feed, as well as to record the vote of anyone present who can’t get to or utilize the conference application. For those onsite requiring a paper ballot it was suggested they be directed to a table or two manned by NCSC staff. For those online who can’t get to or utilize the conference application it was suggested that an email sent during the vote could suffice. Janet pointed out that however the vote is accomplished, the tally of the vote needs to be fast enough to allow the presentation of the slate of Board candidates in a timely fashion. There was a need for further discussion of the possible process and this will be accomplished at a subsequent meeting, and eventually brought back to this committee and/or the Board.

IV. Operations Sub-Committee Update

Angie VanSchoick gave an update on the work of the operations sub-committee. The sub-committee has completed the review of the entire operations manual. The final round of proposed edits will be given to the committee at the May meeting.

Frank Hardester discussed a proposal for a standard header and footer, very similar to what one would find in a standard government manual. After review of Frank’s proposal the committee agreed to move from the current standard footer to this new header and footer. Frank will review the data elements in the current footer to ensure they are collected under the new format. Once the elements are agreed to, there will be a need to go through the manual and appendix to move the current policies and procedures to the new format.

V. Update on the State of the Profession Address and VOP Survey

The State of the Profession (SOP) Address volunteers have been working on the various sections of the Address. The volunteers will meet in early May, with the goal being to have a draft for review and comment of this committee at the May 17th meeting.

The Voice of the Profession (VOP) survey will be administered again at the annual conference. The survey will remain largely the same in order to measure the trend in the responses. A couple of issues will be added that came from the free form comments members supplied in response to the first survey. Those are:

- Intra-Branch relations especially as they effect budgets, human resources (recruitment & salaries), and facilities;

- Criminal justice reform (beyond fines and fees, and monetary bail, which were listed items on the survey) relating to self-represented litigants, affordability, and underfunded public defenders;
- Fairness and race equity; and
- Technology, noting specifically research on the applicability of IT in the courts, the need for universal standards, and the use of artificial intelligence.

The additions made sense to the committee, but there was concern about adding criminal justice reform if fines and fees, and monetary bail are removed. The decision was to add criminal justice reform and allow sub-answers on fines and fees, monetary bail, self-represented litigants, affordability, and underfunded public defenders.

The notion of adding a question to gather ideas on how to specifically promote public trust in the courts was approved by the committee.

Rick Pierce said that work on the content of the two landing pages on our website, one for academics and students, and one for funding authorities and community leaders, continues. He noted that a lot of materials already exist but may need some fine tuning to be of optimum use to our target audiences. Trisha Batley who had volunteered to work on this previously will be getting assistance from some new volunteers from the communications committee.

VI. New/Other Business

No new business was brought forward.

VII. Adjourn

The meeting was adjourned at approximately 2:58 PM (EST). The next meeting of the committee will occur on May 15th at 2:00pm EST via telephone and web.

Respectfully Submitted:

Greg Lambard
Governance Committee Chair