

NATIONAL ASSOCIATION FOR COURT MANAGEMENT



Strengthening Court Professionals

Operations

&

Procedures

Manual

Approved at the July 2017 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.

It is suggested that at the first Board meeting following the election of Officers and Directors, this manual be reviewed to assure that all activities and functions have been agreed upon and allocated to an appropriate person. It is further suggested that, to maintain this manual as a viable tool, all revisions to the original manual be documented and that the manual be updated and reissued to reflect all changes.

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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

Strategic Focus Areas

1. Membership – Recruitment, Retention, and Engagement
2. Education and Resources Provided by NACM
3. Advocacy for the Profession
4. Association Governance and Sustainability

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 that is interested in the improvement of the administration of justice may become an Associate member upon the payment of dues. Associate members may not vote or hold office, but may serve on committees.
- 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 **e-Member** - Membership category which is available to new members seeking to join NACM at a discounted rate for a period of up to three (3) years. e-Members will have complete access to the members only portion of the NACM website where all access is permitted to digital publications and member content.
- 1.8 **Membership Discounts and Programs** – The NACM Board has approved membership discounts for all regular members meeting the following criteria:
 - A \$15 discount for new members;
 - A \$10 discount if a member renews his or her membership online;
 - A multi-year payment discount of \$15 per year of payment;
 - A discount for members who are both members of NACM and a state/national/regional association (Dual Membership is subject to negotiation with state/national/regional association).
 - A discounted membership renewal at the rate of \$25 for a period of 1 year for members facing a financial hardship.

Discounts are cumulative where appropriate.

2.0 - Organizational Structure of NACM

See Appendix

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 VI, Section 1).

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

2.3 - Board

The Officers and Directors shall constitute the Board.

2.4 - 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 site locations and facilities, prepare financial reports, and guide the preparation of concept, position, and policy papers and documents.

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 conference meetings 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. Please see Appendix to review the full travel policy.

3.2 - Board Meetings

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, without notice.

In addition to the four regular in-person meetings set forth in Article IV, Section 3, subparagraph a, 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 midyear Board or special meetings called by the President shall be reimbursed pursuant to the Travel Reimbursement Policy established by the Board. Officers attending the annual conference board meeting shall be reimbursed pursuant to the Travel Reimbursement Policy established by the Board.

Directors are not reimbursed by the Association for attendance at the Annual Board Meetings conducted during the annual conference, except that the conference registration fee shall be waived.

All Board meeting minutes will be posted on the NACM website as soon as practical 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 Responsibilities, Operations and Procedures Manual; and to maintain liaison and coordination with the Association Services.

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. 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.
10. Prepare a status report prior to Board meetings advising all Officers and Directors of association activities. In addition, the President prepares a report of activities during the term which will be forwarded to the newly-elected President.
11. In coordination with NCSC Government Relations Office staff, draft testimony and memoranda on subjects of interest to NACM as needed, and testify or communicate with Congressional committees and Federal executive branch agencies.
12. Arrange for periodic meetings of NACM leaders with key funding agency officials (e.g., directors of SJI, NIJ, BJA, BJS) and with key legislators and legislative committee staff persons working on relevant legislation.

13. Ensure that NACM policy positions are communicated to relevant judicial branch organizations (e.g., NCSC, AJS, CCJ, COSCA).
14. Determine appropriate distribution of *The Court Manager* to key judicial branch leaders and other policy makers whose actions may affect court administration.
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, including continued representation of NACM Board members on 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. The President may 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, which will be designated 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 Committee, including overseeing the Annual and Midyear Conference planning.
5. Secure the plaque (or gift) for the outgoing President at NACM's expense.
6. With the majority vote of the Officers may approve non-budget items up to \$1,000.00. The Board must approve any non-budget item over \$1,000.00.
7. Participate in Officer and Board conference calls as designated by the President.
8. Attend all Board meetings as determined by the President.
9. Attend the annual and midyear conferences and serve as host and/or reporter to sessions as requested by the Conference Development Committee.

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. At the request of the President, serve as liaison representative to other national organizations.
2. At the request of the President, serve on standing or ad hoc committees of the Association.
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. Conduct the Leadership Seminar for state association leaders at the Annual Conference.
7. Participate in Officer and Board conference calls as designated by the President.

8. Attend all Board meetings as determined by the President.
9. Attend the annual and midyear conferences and serve as host and/or reporter to sessions as requested by the Conference Development Committee.
10. Ensure that annual operating budgets are prepared as part of the required financial reports. These budgets should be developed to support and advance the association's goals and objectives.

4.1.4 - Secretary/Treasurer

Role Description:

The Secretary/Treasurer is the corresponding and recording officer of the Association and is also responsible for assuring 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. Take minutes at all meetings of the Board and distribute them to all Board members and to Association Services as soon as practicable.
3. 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.
4. Ensure that corporate reports required by state and federal statute are prepared and filed.
5. Ensure that an accurate record of membership of the Association is kept, and that membership certificates are furnished to new members of the Association upon receipt and payment of dues.
6. 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.
7. Review all financial reports prepared by Association Services and report any discrepancies to the President.
8. Ascertain that all funds of the Association are deposited in the name of the Association in a bank designated by the Board.
9. 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.
10. Maintain and oversee the NACM Investment Policy.
11. 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.

12. Maintain a file of all materials, committee reports and publications of the Association. The original of the Association's minutes shall be retained as a permanent record by NCSC.
13. Assist the President and other officers of the Association in the discharge of their duties.
14. Participate in Officer and Board conference calls as designated by the President.
15. Attend all Board meetings as determined by the President.
16. Attend the annual and midyear conferences and serve as host and/or reporter to sessions as requested by the Conference Development Committee.
17. Serve as the Vice Chairperson of the Finance Committee.
18. 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.

Pursuant to the Bylaws of the Association, activities 3, 4, 5, 6 and 7 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 as designated by the President.
5. Attend all Board meetings as determined by the President.

6. Attend the annual and midyear conferences and serve as host and/or reporter to session as requested by the Conference Development Committee.

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.

Duties:

1. Represent membership interest in the conduct of the affairs of the organization.
2. Attend meetings of the Board.
3. Consult and act with other Directors and Officers in the administration of the Association, under the direction of the President.
4. Serve as chairperson of a committee as appointed by the President.
5. Report the plans and activities of the committee, assign chairpersons for subcommittees and obtain board approval of projects.
6. Undertake any special work assigned by the President or the Board.
7. Actively participate in the recruitment of new members as directed by the Membership Committee Chairperson.
8. Serve on committees and work toward the growth of the Association as defined in the NACM Strategic Plan.
9. 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 supervise the affairs of the Association and shall take measures for its growth and to carry out its purposes. The Board shall transact all business of the Association between annual meetings and shall report thereon at the annual business meeting of members.

Duties:

1. 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.

2. Select facilities for the conferences and meetings that are conducive to networking and development of cohesion among members.
3. Conduct a leadership conference for state leaders prior to the annual conference; seek to improve its effectiveness as a vehicle for national leadership development.
4. Encourage members to participate in NACM committees.
5. Provide committee chairs with guidance on the role of committees in NACM.
6. Encourage greater ethnic, racial and gender diversity in NACM.
7. Develop and maintain a capacity to obtain external funding for high priority activities.
8. Attend the annual and midyear conferences and serve as host and/or reporter to sessions as requested by the Conference Development Committee.

5.0 - Association Services

Pursuant to Article VII of the Bylaws, some duties of the Secretary/Treasurer may be delegated to Association Services. The National Center for State Courts (NCSC) shall provide association services, and it shall be the primary staff resource to the Board. Compensation for services from the NCSC will be set by agreement between the NACM Board and the NCSC President. 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 President, appoint committee members and subcommittee chairpersons to complete the tasks given to the committee. To give members the opportunity to volunteer for a committee, each member shall be given a Committee Service Form. Association Services will provide the Chairperson with a list of volunteers.
2. Execute work leading to the accomplishment of the purpose of the committee.
3. Prepare reports to the President and the Board on committee activity and progress toward goals.
4. Submit to the President a "NACM Committee Report" including all the volunteer members by the deadlines designated on the form. The final year-end report that will appear in the Conference Manual should have the format shown in Appendix.
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.
7. Annually review the NACM Committee Service Form and provide any changes to the Governance Committee.

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 notified of their appointment to the committee and also recognized for their service in the annual conference report.
5. All outgoing committee chairpersons and officers shall gather all relevant materials and turn them over to the new Committee Chairperson or Officer, upon that person's appointment.
6. 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.
7. 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.
8. Chairs will recognize and reward (sub)committee members who demonstrate outstanding contributions to the goals of the (sub)committee.

6.3 - Committee/Structure

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

Permanent Committees

Executive Committee
Nominations Committee
Governance Committee

Standing Committees

Conference Development Committee
Membership Committee
Past Presidents Committee
Communications Committee
Finance 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 in the formation of Special or Ad Hoc Committees and to determine their 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 and Honorary members eligible to vote. Committee members shall be 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 that the Board is representative of NACM's membership. To that end, the Nominations Committee shall submit a recruitment plan to the Board of Directors for its approval. That recruitment plan shall detail the Nominations Committee's efforts to ensure diversity. Further, diversity shall include, but is not limited to: race, gender, ethnicity, organizational background (urban, rural, limited jurisdiction, general jurisdiction, clerks of court, judges, small, large, and administrative offices), geography and years of service in the courts.

4. **Conflict of Interest:** The important role of the Committee requires transparency and full disclosure of any conflicts of interest and potential conflicts. Objective and unbiased recommendations support a culture of openness necessary to maintain integrity of the committee's work. 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 interview/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 other committee members and 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 adoption of the NACM 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.
7. Review, draft and/or recommend support for resolutions that are provided for consideration by partnering agencies (COSCA, CCJ, etc.) or that may be required on behalf of 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 the NACM Website Committee, 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 - Resolution 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 sub-committee reviews proposed resolutions, providing feedback to the President.
2. With direction from the President, the Board, and/or the Governance Committee the sub-committee may draft an original resolution on the behalf of the Association and submit the resolution to the President for further consideration.
3. The sub-committee may suggest potential resolution topics to the Governance Committee and if approved by the committee draft an original resolution per paragraph 2 above.

6.3.1.3.3 - Strategic Planning Subcommittee

The Association has committed to an ongoing strategic planning process in order to effectively guide its activities. The strategic planning subcommittee has been created to assist the Board in the creation of the strategic plan. Once a plan is created the subcommittee is responsible for monitoring the implementation of the plan and reporting its findings to the Board.

Responsibilities and Role:

1. The subcommittee will work, as directed by the Board, to consult with subject matter experts in conducting necessary analyses (e.g., strengths, weaknesses, opportunities, and trends analysis), prior to the creation of the new plan.
2. Once the preliminary analysis is completed, the subcommittee will determine whether to suggest any changes to the: Association's mission and/or vision statements; core values; strategic focus areas; goals; and implementation approach.
3. The subcommittee will create suggested strategic projects/initiatives toward the accomplishments of the goals.
4. The subcommittee will submit the compiled analysis and draft strategic plan to the Board for review.
5. The subcommittee will ensure that the chairs and vice-chairs of committees are aware of the strategic projects/initiatives their committees have been tasked with leading.

6. Through analysis of submitted committee reports (and additional information gathering as necessary) the subcommittee will create an annual report on the Association's strategic plan implementation.
7. If it appears, as the implementation of the plan progresses, that the plan should be adjusted, the subcommittee will provide suggested adjustments to the Board.
8. Throughout the implementation of the plan the subcommittee will retain information that would be useful in the creation of the succeeding plan.

6.3.2 - Standing Committees

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

6.3.2.1 - Conference Development Committee

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

Responsibilities and Role:

1. The Chairperson in conjunction with the committee members and any contracted consultant(s) shall inform the Board of high level continuing education programs for future conferences and supporting materials focused upon developing the knowledge, skills, and abilities of NACM members and others interested in the administration of justice, as follows:
 - a. Review evaluations of all education programs and periodically assess training interests and needs of the NACM membership.
 - b. Identify annual topic areas in which there should be progressive year-to-year program sessions.
 - c. Fully integrate the NACM Core 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).
 - f. Dissemination of speaker expectations and follow-up evaluations.
2. Plan and conduct the midyear and annual conference(s).
 - a. Site Selection

The membership of the Site Selection Subcommittee will be the Secretary/Treasurer and representatives from Association Services and Conference Services.

- 1) 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.
 - 2) Visit those sites and facilities which most closely meet criteria.
 - 3) Contact and review the level of support which may be available from local associations.
 - 4) Recommend to the Board those sites and facilities which are most likely to result in a successful conference.
- b. Social Program – The Chair will designate a committee member to be responsible for the social activities at the conference
 - c. Oversee educational program
 - d. Oversee the conference(s) budget
 - e. Welcome new members to the Annual Conference and provide special activities for first time attendees.
 - f. Present resolutions acknowledging individuals to be given special recognition at the annual conference.
3. Assist the Vice President in the development of the annual Leadership Conference for state association leaders.
 4. Perform other duties as directed by the President.
 5. Update list of working groups or subcommittees to be included on Committee Service Form.
 6. Accomplish any additional objectives of NACM as set forth in NACM’s Strategic Plan.

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. Justice Achievement 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. Graduate Studies Scholarship – Promote the court management profession by recognizing those students who are working towards a graduate level degree to increase their knowledge, skills and abilities in the field of court administration.
 - d. Edward C. Gallas Award – The Edward C. Gallas Award may be awarded for tuition assistance 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.
 - e. 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.
 - f. Conference Scholarship – NACM may award conference scholarships for the Annual Conference. The scholarship recipients will be reimbursed for the conference registration fee as well as costs associated with conference travel, lodging, and meals (not provided by the conference), not to exceed \$2,000. Applicants may also request a scholarship to cover a portion of the conference registration fee and travel costs if only partial funds are available.
 - g. ECP Award – Presented at the annual conference, this award may be presented annually to recognize distinguished service and outstanding contributions to the profession of court administration and the judicial system by an early career professional.
 - h. Perkins Award – 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.

5. Consult and advise the President concerning the awarding of memberships under the purpose and criteria of the Membership Donation Program.
6. Identify states and regions which do not have court management associations; develop strategies for development of new associations.
7. Welcome new members and contact purged members with personal contact from a committee member.
8. Update list of working groups or subcommittees to be included on Committee Service Form.
9. Work with Association Services to order and maintain inventory memorabilia for membership.
10. Periodically review and update Membership Profile Form which is included in the membership renewal packet.
11. Accomplish any additional objectives as set forth in the Strategic Plan.
12. Develop materials which will fully explain the personal and professional benefits of membership, such as the Membership Application form in Appendix.

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 ECP 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; and
5. Continually pursue expansion opportunities for growth within the ECP program and its membership.

6.3.2.2.2 - International Subcommittee

Responsibilities and Role:

The International Subcommittee is responsible for reaching out to 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/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. Participate in other international association activities to promote NACM.
7. 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.
5. 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. Conduct the Board Exit Survey each year in August and provide the data analysis and feedback to the Board for their review at the annual Fall Board Meeting.

6.3.2.4 - Communications Committee

The Communications Committee shall consist of no less than three subcommittees: Publications, Website, and Social Media.

The NACM President shall appoint the chairperson of the Communications Committee, and may appoint a vice chairperson overseeing the Publications subcommittee, a vice chairperson overseeing the Website subcommittee and a vice chairperson overseeing the Social Media subcommittee. The Communications Committee chairperson shall be a NACM Board member.

Responsibilities and Role:

1. Promotes and maintains effective communication with the NACM membership and partners.
2. Create and publish various publications including the *Court Manager*, *Court Express*, and Guides on pertinent subjects that are of interest to the membership (for additional details, see Vice Chairperson of the Publications Subcommittee responsibilities as outlined below and in the Communications Plan).

3. In conjunction with the NCSC staff, maintains the NACM website to ensure that timely and relevant content is available to the NACM membership (for additional details, see Vice Chairperson of the Website Subcommittee responsibilities as outlined below and in the Communications Plan).
4. Ensures that all NACM Social Media is used appropriately to provide the NACM membership and the general public with timely and relevant content and updates.
5. Ensure that any NACM-sponsored webinar meets NACM's mission and content is approved.

6.3.2.4.1 - Publications Subcommittee

Responsibilities and Role:

1. Responsible for the oversight of all NACM publications.
2. Coordinates and communicate article submissions with editors and contributors,
3. Works closely with the NCSC staff to ensure timely distribution of publications;
4. Provides reports and updates regarding all publications.
5. Publish *The Court Manager*. The Chairperson shall appoint an Executive Editor as well as other members of *The Court Manager* committee.
 - A. The Executive Editor will seek articles, select themes, determine timeliness of articles and have an overall concern for advertising. The Executive Editor in consultation with the Chairperson will do planning, both short and long range, for *The Court Manager*.
 - B. The Executive Editor, with consultation from the Chairperson of the Publications Subcommittee, will direct the work and activities of the members in preparation of *The Court Manager*. Officers and directors may be called upon to assist in this ongoing effort as needed. *The Court Manager* shall be published quarterly.
6. Electronically publish the *Court Express*. The Chairperson shall appoint an Editor as well as other members of the *Court Express* committee.
 - A. The Editor will seek articles and information and determine timeliness of materials submitted. The Editor in consultation with the Chairperson will do planning, both short and long range, for the *Court Express*.
 - B. The Editor, with consultation from the Chairperson of the Publications Subcommittee, will direct the work and activities of the members in preparation of the *Court Express*. Officers and directors may be called upon to assist in this ongoing effort as needed. *The Court Express* shall be published quarterly in an electronic format, but not in the same month as *The Court Manager*.
7. Publish reports, publications and credentials.
8. Develop and disseminate public information about NACM and its role in improving court management.

9. Maintain a record of the organization's history and goals through brochures and other relevant materials; keep brochures and materials updated and make them available to judicial systems throughout the country.
10. Provide members an up-to-date list of resources that are available to assist courts.
11. Develop and maintain information sheets about NACM, courts and court management, for use with media and other key audiences.
12. Develop, support and contribute research and analytical articles, and explore new methods to improve the administration of trial courts.
13. Publish and disseminate articles and other materials dealing with leadership issues, abilities, and techniques while being sensitive to diversity management.
- 14.. Develop and maintain "Guides" as a resource to NACM members.
- 15.. Recommend policy for Board approval and monitor requests for reprinting of articles in NACM publications.
16. Update list of working groups or subcommittees to be included on Committee Service Form.

6.3.2.4.2 - Website Subcommittee

Responsibilities and Role:

1. Develop, maintain, and update the website to further the mission of the association.
2. Develop and maintain a three-year plan to update the site. Periodically solicit input from the Board and membership as to the types of features and content that would be desirable.
3. Serve as the contact with the NCSC to direct and monitor that various content and materials updates be performed.
4. Develop recommendations to the NACM Board concerning the scope of services that should be supplied by the NCSC in regards to maintaining the website.
5. Liaison with the Publications Committee and others to ensure consistent communications with the membership and organizational leadership through the website.
6. Develop recommendations to the Board regarding proposed website enhancements.
7. In regards to any website project requiring the expenditures of NACM funds, the Chair will advise the President as whether the progress of the project warrants the disbursement of funds.
8. Develop and update an electronic communications plan for member outreach.
9. Review and determine policy on advertisements on NACM website.

6.3.2.4.3 - Social Media Subcommittee

Responsibilities and Role:

1. Communicate with the membership and promote public awareness of the organization.
2. Monitor the content of NACM's social media outlets.
3. Communicate NACM agendas, mission, and goals through social media.
4. Promote NACM conferences, webinars, and educational opportunities.
5. Develop criteria for inclusion of Social Media as part of the website – Twitter, Facebook, Linked In, YouTube, etc.

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. Other duties as assigned by the President.

6.3.2.7 - Core 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. 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.
4. Assist the Secretary/Treasurer with maintaining the Core trademark and registration.

6.3.3 - Special/Ad Hoc Committees

Special/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. Special/Ad Hoc Committees are appointed for a term not to exceed 24 months, at which time they should be reviewed to determine if they should be continued. Their purpose and objectives should be clear and in a written form. Chairs will be selected by the NACM President.

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 - Joint Technology Committee (JTC)

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

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

6.3.3.3 - 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.

A Partnership Committee is a Special or Ad Hoc Committee will generally be co-chaired by a representative from NACM and partner organization respectively.

A copy of the Memorandum of Understanding that outlines several opportunities for collaboration and increased communication may be attached in the Appendix.

Current Partnerships include:

- American Institute of Architects
- Conference of Court Public Information Officers
- Court Information Technology Officers Consortium
- IJIS Institute
- International Association for Court Administration
- National Association of State Judicial Educators

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, Revised, §46, "Nominations by Committee." Contested votes, including elections, shall be handled by ballot as described in Robert's Rules of Order, Revised, §45, "Voting by Ballot."

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, but 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	Add Guidelines for Hosting a NACM Gwen Hertz Conference Include Travel Expense Voucher form List past recipients of Award of Merit Outline of Standard NACM Speech added Speakers Bureau information added Nomination and award procedures added for Outstanding Contribution to a Committee
July, 1989 Gwen Hertz	Add Editorial Board for <i>The Court Manager</i> 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	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 <i>The Court Manager</i> Revise Travel Reimbursement Policy Revise Procedures for Amending the Bylaws and add Proposed Bylaw Amendment form and sample letter July, 1995
Michael Jeanes Brian Doran	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 October, 1995 Meeting in Albuquerque

February, 1998
O. Guillen
DeBoyes

Updates as Provided by the Board at the November, Jose 1997 Meeting in San Antonio and the February, 1998 Zelda 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

Added Conflict of Interest Policy
Added Edward C. Gallas Award information
Added Conference Scholarship Guidelines
Added Grant Reporting Requirements and Responsibilities
Added Finance Committee to Standing Committee
Updated Planning Committee responsibilities
Updated Secretary/Treasurer duties for FACT and Finance Cmtc.
Updated Website Committee responsibilities
Updated Board Member changes
Updated Index list
Updated Membership Classifications
Add new Justice Achievement Award form

July 2012
Planning Committee

Added Communications Plan to list of attachments
Updated ICM Fellowship information
Updated the NACM Organizational Chart
Removed grants from list of Planning Committee duties
Added Board Exit Survey to list of Planning Committee duties
Added Communications Committee
Added CITOC as a Special/Ad Hoc Committee (clean up item)
Revised Website Committee to become subcommittee of Communications Committee
Revised Publications Committee to become a subcommittee of Communications Committee
Added Social Media as a subcommittee of the Communications Committee

April 2013
Planning Committee

Revised Nominations Committee, Section 6.3.1.2.
Updated Appendix C, Contested Elections
Added Appendix I, Interview and Nominations Procedure

July 2014
Planning Committee

Changed title to reflect Operations and Procedures Manual
Changed the title “Forward” to “Purpose”
Added e-Limited member content under membership classifications
Updated membership discounts to membership discounts and programs
Moved responsibility of preparation of the annual budget from the Secretary/Treasurer to duties of the Vice President
Updated the NACM Patent & Trademark information
Updated the Committee Service Form
Moved Board Exit Interviews from Planning to Past President’s Committee
Updated Membership Committee duties to reflect the distribution of electronic renewal packets
Changed the title of Mini Guides to Guides under the Communications Committee
Moved the duty of updating NACM social media sites from the Website Committee to the Social Media Subcommittee
Added duty of fundraising under the Finance Committee
Removed number of members of AIA under 6.3.3.5

Spring 2016
Governance Committee

Updates to reflect previous years’ bylaw changes
Changed Planning Committee to Governance Committee
Moved Ethics Committee to subcommittee of Governance
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 (e-member, Board composition, nominations, Governance responsibilities, etc.)
Replaced Mission, Vision, and Goals with the Mission, Vision, Core Values and Strategic Focus Areas from the Strategic Plan
Updated Secretary’s responsibilities for trademark to include copyrights and service marks
Moved responsibility for site selection from Immediate Past President to Secretary
Removed role of historian from responsibilities of Immediate Past President
Added in additional language on recognition of committee service
Removed all references to FACT
Updated all references of Planning Committee to Governance Committee
Moved Ethics Committee to subcommittee of Governance Committee

Added responsibility for dissemination of speaker expectations and evaluations to the Conference Development Committee per previous Board approval
Removed Vendor Coordinator responsibilities from Conference Development
Changed all references under Membership Committee in various awards from “will be awarded” to “may be awarded” in the event that no award can be given due to lack of nominees or funding
Moved Early Career Professionals to subcommittee of Membership Committee
Added responsibilities of the International Subcommittee of Membership Committee
Added responsibility to Communications Committee and its subcommittees per previous Board approvals
Added Core Committee and responsibilities to the list of Standing Committees
Pulled out AIA, CCPIO, CITOC, IJIS, IACA and NASJE and included them in “Partnership Committees and Liaison” section as a subset of Special/Ad Hoc Committees
Added new section (10.0) on Non-Profit Status to match Articles of Incorporation
Formatting and clean-up

July 2017
Governance Committee

Add Resolutions and Strategic Plan Subcommittees
Various formatting updates
Clean-up of all Appendices using new standardized format

August 2017

Completed Operations Manual edits from Annual meeting
Finalized appendices edits – Site selection, conference guidelines, travel reimbursement, McQueen Award, committee awards, nominations procedures,