

**BYLAWS OF THE  
JURY EDUCATION AND MANAGEMENT FORUM**

**ARTICLE I  
NAME**

The name of the Forum shall be the Jury Education and Management Forum.

**ARTICLE II  
PURPOSE**

To improve the quality of justice delivered by the Courts in California;

To improve the productivity and proficiency of the jury system through the exchange of information and ideas;

To review legislation relating to the administration and management of the jury system;

To provide continuing education to jury managers and jury system support staff;

To provide technical assistance and information to jury managers;

To support the continuing development and implementation of professional standards for the administration of jury systems in California; and

To educate the public regarding the role and function of our jury system.

**ARTICLE III  
MEMBERSHIP**

A. Categories of Membership

Membership shall be divided into four categories: **Active, Associate, Honorary and Lifetime**

1. ACTIVE members shall be those individuals employed full-time in court administration within the State of California, where a primary responsibility is the management and administration of the jury system, and who have paid yearly membership dues.

Only ACTIVE members shall be entitled to vote on matters before this Forum.

2. ASSOCIATE members shall be those individuals employed full-time in court administration in other States or Unions outside of California, where a primary responsibility is the management and administration of the jury system, and who have paid yearly membership dues.

ASSOCIATE members shall pay membership dues and conference fees, and will not have the right to vote on any matter before this Forum and shall not have right, title or interest in any of the property of the Forum.

3. HONORARY members shall be persons of distinction who have rendered outstanding service to the Forum or to jury administration. Honorary members shall not be entitled to vote, nor shall they pay any dues or admission fees, and shall not have right, title or interest in any of the property of the Forum.

4. LIFETIME members shall have the same rights as their prior membership status, but will no longer pay annual membership dues. The lifetime membership is conferred upon a present active member of the Forum, and he/she may continue with his/her right to vote and shall have the privileges of Active membership.

B. Termination of Membership

The reasons for and procedures by which an individual's membership may be terminated shall be established by the Executive Committee.

C. Reinstatement of Members

Provision shall be made by the Executive Committee for an equitable policy if reinstatement of a member occurs.

## ARTICLE IV OFFICERS

A. The officers of the Forum shall be an elected Vice-President, Secretary, and Treasurer. The Vice-President shall be the "President-Elect" during his/her term of office and shall assume the role of President at the completion of his/her term as Vice-President. Only ACTIVE members in good standing shall be eligible for election or appointment as an officer of the Forum.

B. Duties

1. President The president shall be the presiding officer of the Forum and an ex-officio member of all committees; shall be available to consult with members on Forum matters between meetings; shall appoint committees from time to time, subject to the provisions of Article VII, below; and shall generally represent the interest of the Forum with related associations, agencies and organizations.

2. Vice-President The Vice-President shall fulfill the duties of the President in the event of the President's absence or disability and shall assume the office of President upon the completion of his/her term as Vice-President. The Vice-President shall undertake any duties assigned to him/her by the President.

3. Secretary The Secretary shall be responsible for the minutes of all meetings of the Forum and its Executive Committee, any correspondence requested by the President or the Executive committee, and all non-fiscal records of the Forum, including certifying completed ballots and announcement to the general membership of candidates for officer elections as shown below in Article VI (A) (2) (f). The Secretary shall attend all meetings, conferences and site educational forums and assure forwarding of minutes of all previous meetings to all executive officers before meetings.

4. Treasurer The Treasurer shall be responsible for all assets, funds, and fiscal records of the Forum. This shall include, but is not limited to preparing any reports or financial data requested by the President or Executive Committee; preparing treasurer's reports for all Executive Committee meetings, handling all finances for conferences and site educational forums; attending all Executive Committee meetings, conferences and site educational forums; invoicing vendors and collecting monies; disbursing all bills related to events and activities or as requested by the committee.

C. Term of Office

Vice-President, Secretary, and Treasurer shall be elected by the voting membership at the annual meeting according to the procedures described in Article VI, Section B of those bylaws, to serve a one year term from the close of the annual meeting at which they were elected to the close of the next annual meeting.

D. Vacancies

Vacancies, with the exception of the office of President, occurring before the expiration of terms of office shall be filled by the Executive Committee and persons so chosen shall serve until the term of office expires. A vacancy occurring in the office of President shall automatically be filled by the Vice-President.

## ARTICLE V

### EXECUTIVE COMMITTEE

A. Powers

Management of the Forum shall be vested in the Executive Committee. The Executive Committee shall be and is hereby fully authorized to execute all powers of the Forum and its property; to establish rules and regulations proper and necessary for the transaction of the business of the Forum; to appoint committees, agents, assistants, and auditors; and to establish objectives and determine policies with relation to Forum needs.

B. Composition

The Executive Committee shall consist of the following members:

1. The President and Vice-President of the Forum.
2. The Secretary and Treasurer of the Forum.
3. Nine members at large, elected by the membership, at least three of which shall be from a County with not more than 15 judicial officers.
4. The immediate past President of the Forum.

C. Term of Office

Upon the election of the Executive Committee for the first time, following the adoption of these bylaws, six members shall serve a term of two years and three members shall serve a term of one year. The members to serve a term of one year shall be decided by lot. Thereafter, all members shall serve a term of two years.

D. Vacancies

Vacancies, with the exception of the office of President, occurring before the expiration of terms of office, shall be filled by the Executive Committee. Persons so chosen shall serve until the expiration of the terms that they have been designated to fill.

E. Duties

In accordance with the policy and priority guidelines established by the members of the Forum, as expressed in these bylaws, the Executive Committee shall be responsible for the following:

1. Establish organizational goals and program objectives.
2. Setting guidelines and priorities for allocation of organization resources.
3. Providing for statewide and regional programs to be held at such times and places as determined by the Executive Committee or the appropriate appointed Task Force or Committee.
4. Forming and dissolving committees and task forces, depending on the policies and priorities of the Forum, defining their functions, and assigning tasks.
5. Representing the Forum in the Community and maintaining relationships with other organizations.
6. Rendering an annual accounting to members concerning sources and amount of income and nature and amount of expenditures.
7. Establishing membership policies and practices of the Forum within the limits established by these bylaws.
8. Reviewing and resolving intra-organizational issues and problems.
9. Attending to the other business of the Forum in the fulfillment of the Forum's purposes.

F. Meetings

1. The Executive Committee shall hold not fewer than two meetings each year, at such time and place as the President shall determine. Executive Committee meetings may be held by way of electronic and/or telephonic means if the method chosen is readily accessible by all members of the committee. Reasonable notice of the time and place of each meeting shall be given to each member of the Executive Committee.
2. Any active member may attend any regular scheduled Executive Committee meeting, but shall not have voting rights or privileges.

G. Absences

In the event a member of the Executive Committee is absent for two consecutive meetings without good cause (as determined by the Executive Committee), there shall be sufficient reason to find that a vacancy exists in the term of membership held by the member involved.

## ARTICLE VI NOMINATION COMMITTEE

A. Nomination Committee

1. Appointment of Committee

The president shall appoint a Nomination Committee within 30 days after election of officers. One member of the committee shall be the Secretary of the Forum.

- a. The president shall appoint a Nomination Committee within thirty (30) days after election of officers.
- b. The term of office of the Nomination Committee shall be one year or until the next election of officers.
- c. The Nomination Committee shall select its own chairperson at its first meeting during their term of office.

2. Duties

- a. The establishment of procedures, subject to the approval of the Executive Committee, to regulate and guide the nomination and balloting processes.
- b. The selection of at least one candidate for each position at the regular election of Officers and Executive Committee members as stated in these bylaws.
- c. The development of a leadership roster to be used by the President and Executive Committee for committee and task force appointments, and to aid in the selection of candidates.
- d. To confer at least annually to select candidates.
- e. To solicit and receive nominations by Letter of Nomination.

*As an alternate method of nomination, members of the Forum may make a nomination by submitting a written Letter of Nomination to the Nomination Committee within thirty days following the solicitation of candidates for a regular election. When all Letters of Nomination have been received by the Nomination Committee, as prescribed above, the Nomination Committee shall submit a final ballot to the Secretary of the Forum for distribution to the eligible voting members of the Forum.*

- f. To certify a completed ballot to the Secretary of the Forum, who shall announce the candidates to the membership at least thirty days in advance of an election.

B. Elections

The method of balloting shall be determined by the Nomination Committee and shall be announced to the membership not less than thirty days prior to the annual meeting.

1. All ACTIVE members in good standing shall be entitled to vote in elections for Officers and Executive Committee members of the Forum, and shall not cast more than one vote per candidate.
2. Election of candidates to office shall be by a majority of the total votes cast for any one office. However, if more than two candidates are balloted upon for any one office or Executive Committee position, election shall be by a plurality of the votes cast.
3. Election results will be announced at the annual meeting of the Forum, or if no meeting is held, by mail.
4. All vacancies for unexpired terms of Officers or members of the Executive Committee shall be filled by the Executive Committee, except in the case of the President where the vacancy shall be filled automatically by the Vice-President.

**ARTICLE VII**  
**ADDITIONAL COMMITTEES AND TASK FORCES**

- A. Committees and Task Forces may be created and abolished by the Forum President with the advice and consent of the Executive Committee as necessary to plan and review the goals and purposes of the Forum. These Committees and Task Forces shall report to the Executive Committee and shall, within budget authorizations, create their own sub-units as required to complete their assigned tasks.
- B. Committees and Task Forces may consist of Executive Committee members and all other members of the Forum. In making appointments, consideration shall be given to: (1) special competence, (2) geographic distribution, (3) continuity of experience, (4) term of service, (5) membership recommendations, and (6) optimum use of Forum resources.

**ARTICLE VIII**  
**MEETING OF MEMBERS OF THE FORUM**

- A. Annual Meetings  
The annual meeting of the members of the Forum for the election of Officers and Executive Committee members shall be held on a date and location each year as shall be determined by the Executive Committee.
- B. Special Meetings  
Special meetings of the Forum may be called by the Executive Committee at any other time, as required.
- C. Notice of Meetings  
Notices of meetings of the members of the Forum, whether annual or special meetings, shall be in writing and shall set for the date, time and place thereof. Such notices of meetings shall be mailed, faxed or sent electronically or caused to be mailed, by the Secretary or President not fewer than twenty days before each meeting, addressed to each member of the Forum at his/her address as it shall appear on the records of the Forum.
- D. Quorum  
At any annual or special meeting of the members of the Forum, a majority of those members registered at the meeting shall constitute a quorum for the transaction of business, but less than a quorum shall have the power to adjourn a meeting, from time to time, without notice.
- E. Procedures  
The President shall rule on all procedural matters not specifically addressed in these bylaws and shall be guided in this duty by Roberts Rules of Order Revised.
- F. Voting  
In voting on questions before the Forum, each ACTIVE member shall be entitled to one vote, and a majority vote of members present and voting shall be necessary for passage.

**ARTICLE IX  
BUDGET AND FINANCE**

- A. The Executive Committee shall annually determine the budget of the Forum and shall have overall responsibility for the Forum's financial affairs.

**ARTICLE X  
DUES AND OTHER INCOME**

- A. Dues for active membership categories will be established by the Forum and revised when necessary.
- B. The Forum may receive income from both public and private sources, including grants for special purposes.

**ARTICLE XI  
AMENDMENTS TO BYLAWS**

- A. These bylaws and any amendments or supplements thereto may be adopted, amended, altered, supplemented or repealed by a majority vote of the membership in attendance at any meeting of the Forum when due notice of proposed bylaws changes have been given to all members thirty days prior to the annual to special meeting.

By-Laws Committee:

Chair: Gloria Winans (Tulare)  
Rose Hamblin (Kings)  
Lynda Pierini (Madera)  
Nellie Jaime (San Bernardino)  
Pebbla Wallace (Los Angeles)