The Supreme Court of Ohio

OPERATING GUIDELINES FOR THE ADVISORY COMMITTEE ON CASE MANAGEMENT

These guidelines are issued by the Chief Justice of the Supreme Court and apply to the creation, organization, and operation of the Advisory Committee on Case Management to assist the Court in exercising the authority granted pursuant to Article IV of the Ohio Constitution.

These guidelines are intended to establish consistent standards and procedures in implementing this authority. While these guidelines may impose specific duties upon other persons, the Chief Justice may waive compliance with any guidelines to assist the exercise of that discretion.

These guidelines have not been adopted as rules pursuant to Article IV, Section 5 of the Ohio Constitution and should not be construed as requiring adoption.

SECTION 1. GENERAL GUIDELINES.

1.01. Creation.

The Supreme Court Advisory Committee on Case Management is hereby created by the Chief Justice.

1.02. Purpose.

The purpose of the advisory committee is to provide ongoing advice to the Court and its staff regarding the promotion of statewide rules and uniform standards concerning case management and statistical reporting in Ohio courts; the development and delivery of case management services to Ohio courts, including training programs for judges and court personnel; and the consideration of any other issues the advisory committee deems necessary to assist the Court and its staff regarding case management in Ohio courts.

1.03. Authority.

The advisory committee shall not have independent policy-setting authority.

SECTION 2. ADVISORY COMMITTEE MEMBERSHIP.

2.01. Appointments.

The advisory committee shall consist of no more than twenty-five members. The Chief Justice shall appoint all advisory committee members. However, the advisory committee and other interested parties may recommend to the Chief Justice persons for appointment who they believe

will serve the purpose for which the advisory committee was created.

Membership should be broad-based and multi-disciplinary to represent a cross section of interests related to case management and represent the gender, racial, ethnic, political, and geographic diversity of the state.

2.02. Terms.

An advisory committee member's term shall be for three years, provided that an initial appointment may be abbreviated and staggered to allow for a rotation of members. An advisory committee member shall be eligible for reappointment, but shall not serve more than three consecutive full three-year terms. An advisory committee member shall be eligible for reappointment after serving three consecutive full three-year terms, but only upon at least a one-year break in service. Abbreviated initial appointments and appointments to fill a vacancy shall not constitute a full term.

2.03. Chairperson; Vice-Chairperson.

The Chief Justice shall appoint one advisory committee member to serve as the chairperson and one member to serve as the vice-chairperson. The Chief Justice may appoint co-chairpersons if appropriate.

SECTION 3. ADVISORY COMMITTEE MEETINGS.

3.01. Meetings.

The advisory committee shall meet a minimum of two times per year. All meetings of the advisory committee shall be open to the public.

Public notice of all meetings of the advisory committee shall be provided on the Court's website. Meetings shall be scheduled for a time and place so as to minimize costs to the Court and to be accessible to advisory committee members, Court staff, and members of the public.

3.02. Attendance.

An advisory committee member shall make a good faith effort to attend each advisory committee meeting. The Court employee who staffs the advisory committee shall notify the Chief Justice and the Administrative Director of the Court if a member misses three meetings of the advisory committee within a twelve-month period in order that the Chief Justice may consider the replacement of the member.

An advisory committee member who is unable to attend a meeting may request the chairperson of the advisory committee allow the member to participate by telephone, video, web conference, or other method available to the Court. An advisory committee member participating in this manner shall be considered present for meeting attendance purposes. However, advisory

committee members are strongly urged to participate in person for a fully effective advisory committee.

An advisory committee member may occasionally designate a replacement for participation in meetings.

3.03. Quorum.

There shall be a quorum present for the work of the advisory committee when a majority of advisory committee members are present for the meeting, including those members who participate by telephone, video, web conference, or other method.

3.04. Voting.

At any meeting of the advisory committee at which a quorum is present or has been declared, the advisory committee members may take action by affirmative vote of a majority of the members in attendance. Proxy votes shall not be permitted.

3.05. Minutes.

Minutes shall be kept at every meeting of the advisory committee and distributed to the advisory committee members for review prior to and approval at the next meeting.

SECTION 4. MISCELLANEOUS GUIDELINES.

4.01. Subcommittees.

The advisory committee may form such subcommittees it believes necessary to complete the work of the advisory committee. A subcommittee should consist of select advisory committee members and such other persons who the chairperson of the advisory committee believes will assist in a full exploration of the issue under the review of the subcommittee.

Subcommittees should remain relatively small in size, generally not exceeding eight to twelve members, and have a ratio of advisory committee members to non-advisory committee members not exceeding one to three.

Guidelines 3.02 through 3.04, 4.02, and 4.04 through 4.07 shall also apply to the work of subcommittees.

4.02. Work Product.

The work product of the advisory committee is the property of the Court.

4.03. Annual Summary.

The chairperson of the advisory committee shall issue by January 31st of each year a summary to the Chief Justice and the Administrative Director of the Court detailing the activity and accomplishments of the advisory committee during the previous calendar year.

4.04. Staff Support.

The advisory committee shall receive staff support from one or more Court employees, to be assigned by the Administrative Director, as may be necessary for the completion of the advisory committee's purpose. The Court employee shall assist the advisory committee as necessary, but shall at all times be considered an employee of the Court.

4.05. Budget.

The budget of the advisory committee shall be set by the Court through its annual budget process and as implemented by the office or section through which the advisory committee operates. The advisory committee shall have no authority to set its own budget.

4.06. Reimbursement of Expenses.

An advisory committee member shall be reimbursed for travel and meal expenses incurred in service to the advisory committee as permitted by the Guidelines for Travel by Court Appointees.

4.07. Code of Ethics.

The appointment letter for an advisory committee member shall include a copy of the Code of Ethics for Court Appointees. At the first meeting each year of the advisory committee, the Court employee who staffs the advisory committee shall provide each member with a copy of the code.

4.08. Dissolution.

The Chief Justice may dissolve the advisory committee at any time solely upon the discretion of the Chief Justice or upon the recommendation of the Administrative Director or advisory committee indicating the advisory committee is no longer productive or has met the purpose for which it was created.

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