

# TEXAS ASSOCIATION FOR COURT ADMINISTRATION

## POLICIES & PROCEDURES

### 1. PURPOSE OF THE ORGANIZATION

- 1.1. The Texas Association for Court Administration (TACA) was formed in 1976.
- 1.2. The primary purpose for which TACA is organized is to encourage and promote continuing education, maintain professional standards for court administration, and to aid in identifying the individual needs of the courts and their administrative personnel in improving the administration of justice.
- 1.3. Each June TACA assists in providing the faculty for the Professional Development Program (PDP) sponsored by The Texas Center for the Judiciary (TCJ). The original curriculum and program was developed by TACA members. These two one-week courses are Trial Court Coordination, and Trial Court Management.
- 1.4. TACA is a licensee for the National Center for State Courts to provide its members the opportunity to complete their Court Management Program (CMP). Completion of this program leads to the accreditation of Certified Court Manager for those who complete all requirements.
- 1.5. Each year TACA holds an Annual Education Conference and Business Meeting. This conference provides the state-mandated minimum 16 hours of continuing education for court personnel (*Tex. Govt. Code Title 2, § 74.106(a), 75th Leg. Ch 45, § 2, eff. Sept. 1, 1997*). Certificates are awarded for participation in the training. During this Conference, the Justice Barrow Award of excellence may be given to an outstanding contributor to court administration in Texas.

## **2. OPERATION AND FUNCTION**

**2.1.** Three areas of operations have been identified for the organization. All committees shall be aligned with one or more of these three areas of operations and shall be reviewed by the Board of Directors. The following shall be considered vital to accomplishing the organization's mission statement of promoting continuing education and maintaining professional standards for court administration in the State of Texas.

### **2.2. FINANCE & OPERATIONS**

2.2.1. Those involved with the financial and operational goals of the organization will:

2.2.1.1. Help insure the organization's performance and efficiency remain of utmost importance when making improvements and addressing problems;

2.2.1.2. Regularly analyze the organization's financial status, spending, and management of resources;

2.2.1.3. Maintain accurate, verifiable, and objective reports; and

2.2.1.4. Guarantee funds are utilized in a manner that completes the organization's mission and goals.

### **2.3. OUTREACH & COMMUNICATIONS**

2.3.1. The goal of Outreach and Communications is to educate the judiciary, the membership, and the public of the vision and purpose of court administration.

2.3.2. Committees will be responsible for relaying organizational goals and accomplishments in a positive, progressive and professional manner, in accordance with the by-laws of the organization and the Code of Judicial Conduct.

### **2.4. PROFESSIONAL DEVELOPMENT**

2.4.1. Each year since 1977 the Texas Association for Court Administration has met annually for the purpose of bringing court administrators and court coordinators together from all corners of the state to share ideas and discuss the present and future of court administration. The format of the annual education conference has become more formalized over the years to meet the dictates of the participants' needs and to introduce professional management seminars.

### **3. OFFICERS, DIRECTORS, AND COMMITTEE MEMBERS**

**3.1.** Each member of the Board of Directors and each Committee Chair are valued for their efforts made to help the organization run efficiently and smoothly and effectively.

#### **3.2. BOARD OF DIRECTORS**

3.2.1. The Board of Directors is composed of five members. Two members are elected on odd-numbered years and three members are elected on even-numbered years.

3.2.2. One of the five serving Directors, after serving a minimum of one year on the Board of Directors, is elected Chair of the organization by the membership pursuant to Article 4, TACA Constitution and By-Laws.

3.2.3. The Board of Directors is responsible for providing direction and leadership to the members of the organization.

3.2.4. The Board of Directors have a fiduciary duty to the membership to ensure sound financial decisions are made, based on the mission of our organization, as stated in the by-laws. All decisions regarding substantive costs are made by a majority of the Board of Directors.

3.2.5. The Board of Directors shall review and formally approve all contracts prior to receiving the TACA Chair's signature.

3.2.6. The Board of Directors, immediately after the election at the annual meeting, shall meet and choose a committee liaison from the newly elected board for each committee to serve until the next election.

3.2.7. The Board of Directors, immediately after the election at the annual meeting, shall select a committee chair for each standing committee.

3.2.8. The Board of Directors shall annually appoint a chairperson for each committee to serve until the next annual meeting, or, until their respective successors are appointed.

3.2.9. Each member of the Board of Directors shall have access to and be responsible for any content added to any "social media" websites.

3.2.10. Will meet annually with those members of the Judicial Advisory Board to:

3.2.10.1. Establish rapport with the State's judiciary;

3.2.10.2. Seek advice and support in the direction of the organization and accomplishment of goals;

3.2.10.3. Seek direction in the promotion of court administration; and,

3.2.10.4. Establish credibility and network with related entities.

3.2.11. The Immediate Past Chair, Treasurer, Chair of Professional Development, and all Committee Chairs serve as ex officio members of the Board of Directors.

3.2.12. The Board of Directors may hold meetings exclusive of the ex-officio members.

3.2.13. The Board of Directors shall monitor the progress of any defined financial goals for the organization.

3.2.14. The Board shall adopt a budget for the organization by January 31.

#### **3.3. TACA CHAIR**

### **3.3.1. Duties to the Organization**

- 3.3.1.1. The TACA Chair's primary purpose is to assure the organization runs smoothly.
- 3.3.1.2. The TACA Chair is the representative leader of the organization.
- 3.3.1.3. The TACA Chair is responsible for helping articulate the vision for the organization, public relations, fund raising, the handling of day-to-day operations and management tasks.
- 3.3.1.4. The TACA Chair makes day-to-day decisions about operations.
- 3.3.1.5. The TACA Chair presides over all meetings of the membership including the Annual Business Meeting and Awards Reception/Banquet at the Annual Education Conference.
- 3.3.1.6. The TACA Chair becomes familiar with and follows the by-laws and policies & procedures of TACA. The procedures may include writing letters of invitation and thank you letters to court personnel, distinguished guests or other various guests; frequent consultation with committee chairs and board members.

### **3.3.2. Duties to the Board of Directors**

- 3.3.2.1. When appropriate, the TACA Chair seeks board approval on projects and education programs recommended by a committee chair or board member.
- 3.3.2.2. The TACA Chair calls and presides over meetings of the Board of Directors.

### **3.3.3. Duties to other groups, committees, and entities**

- 3.3.3.1. The TACA Chair shall act as liaison and maintain contact with:
  - 3.3.3.1.1. Judicial Advisory Board (JAB) - The TACA Chair communicates with JAB members to solicit support and recommendations immediately after the Action Plan meeting.
  - 3.3.3.1.2. The Chair of Professional Development - The TACA Chair works with the Chair of Professional Development to promote liaison activities with the Judiciary, the Legislature and the State Bar.
  - 3.3.3.1.3. The Texas Center for the Judiciary (TCJ) - The TACA Chair will strive to maintain a strong and close working relationship with the Texas Center for the Judiciary to promote court administration and the education of our members.

### **3.3.4. Fiduciary duties of the TACA Chair**

- 3.3.4.1. The TACA Chair works with the Treasurer to monitor the financial condition of the organization.
- 3.3.4.2. The TACA Chair works closely with the Treasurer to oversee any fundraising efforts.
- 3.3.4.3. The TACA Chair facilitates a Board vote for any expenditure not previously approved at a regular board meeting.
- 3.3.4.4. The TACA Chair will submit any and all grant applications.
- 3.3.4.5. As part of the Finance Committee, maintain pre-approval of all expenditures from the operating budget of amounts over \$500.

3.3.4.6. The TACA Chair shall sign any and all contracts which may result in financial obligation for the organization.

### **3.4. EX-OFFICIO BOARD MEMBERS**

#### **3.4.1. Treasurer**

3.4.1.1. The Treasurer shall be responsible for overseeing the financial matters of the association, including:

- 3.4.1.1.1. Work with the named Secretariat, in the collecting and receiving of funds for the organization;
- 3.4.1.1.2. Shall have custody of all funds for the organization;
- 3.4.1.1.3. Advise on and provide for the expenditures of funds;
- 3.4.1.1.4. Deposit such funds in a depository approved by the Board of Directors;
- 3.4.1.1.5. Assist and advise the Board of Directors regarding the availability and securing of funds through grants, endowments or cooperative programs with court-related entities;
- 3.4.1.1.6. As part of the Finance Committee, maintain pre-approval of all expenditures from the approved budget of amounts over \$500;
- 3.4.1.1.7. Shall serve, at the direction of the Board of Directors, as chairperson for any ad hoc committee designated to fund, research or enhance the profession of court administration, as outlined in the organization's mission statement; and
- 3.4.1.1.8. Present financial reports, including but not limited to: current balance sheet, comparisons of actual v budgeted report of expenditures, and current bank account balances at the following times:
  - 3.4.1.1.8.1. Each board meeting;
  - 3.4.1.1.8.2. Annual Business Meeting; and
  - 3.4.1.1.8.3. Upon request of the Board of Directors.

3.4.1.2. The Treasurer shall:

- 3.4.1.2.1. Be appointed by the Board of Directors;
- 3.4.1.2.2. Be a regular member in good standing; and
- 3.4.1.2.3. Serve as an ex-officio Board member.

#### **3.4.2. Immediate Past Chair**

3.4.2.1. The Immediate Past Chair is appointed as and shall serve as the Secretary for the organization, acting as an information and reference point for the TACA Chair and other board members, with associated duties, including:

- 3.4.2.1.1. Develop or revise the plan for the preservation and retention of all correspondence for the organization;
- 3.4.2.1.2. Prepare and record the minutes of all meetings of the organization;

- 3.4.2.1.3. Work with the named Secretariat and Membership Committee Chair in maintaining a current roster of the membership;
  - 3.4.2.1.4. Serve an advisory role to the current TACA Board;
  - 3.4.2.1.5. Serve as Chair of the Nominations Committee; and
  - 3.4.2.1.6. Shall serve, at the direction of the Board of Directors, as chairperson for any ad hoc committee, designated to fund, research or enhance the profession of court administration, as outlined in the organization's mission statement.
- 3.4.2.2. The Immediate Past Chair shall:
- 3.4.2.2.1. Be a regular member in good standing; and
  - 3.4.2.2.2. Serve as an ex- officio Board member.

**3.4.3. Chair of Professional Development**

- 3.4.3.1. The Chair of Professional Development will act as the liaison between TACA and the Texas Center for the Judiciary for purposes of:
- 3.4.3.1.1. Faculty development;
  - 3.4.3.1.2. Application and acceptance to PDP and CMP;
  - 3.4.3.1.3. Identifying judge faculty; and
  - 3.4.3.1.4. On-site program support.
- 3.4.3.2. The Chair of Professional Development will facilitate ongoing development of PDP curriculum, including working closely with PDP faculty, The Texas Center for the Judiciary, and the TACA Board.
- 3.4.3.3. The Chair of Professional Development will work closely with the National Center for State Courts and Certified CMP faculty in maintaining ICM Licensee status.
- 3.4.3.4. As a member of the TACA Curriculum Committee, the Chair of Professional Development will assist in developing content for the Annual Education Conference.
- 3.4.3.5. The Chair of Professional Development will keep the TACA Chair informed of all educational programs and projects and seek Board approval when appropriate.
- 3.4.3.6. The Chair of Professional Development shall:
- 3.4.3.6.1. Be filled by appointment of the TACA Board of Directors;
  - 3.4.3.6.2. Must be a TACA member in good standing;
  - 3.4.3.6.3. Has participated as Professional Development Program (PDP) faculty; and
  - 3.4.3.6.4. If possible, be appointed from faculty members with considerable experience and those who are Fellows of the Institute for Court Management (ICM).

### **3.4.4. Committee Chairs**

3.4.4.1. Individuals appointed by the Board of Directors as Chair for any standing committee:

- 3.4.4.1.1. Shall be the link between the Board Committee liaison and committee members;
- 3.4.4.1.2. Shall ensure each committee member has the opportunity to participate and voice their opinions regarding any relevant committee matters;
- 3.4.4.1.3. Shall guarantee that effective and necessary decisions are made and carried out regarding the committee they serve;
- 3.4.4.1.4. Must work well with others and be able to delegate authority;
- 3.4.4.1.5. Shall abide by the responsibilities specific to the committee in which they serve, and can be found under the committee breakdown herein;
- 3.4.4.1.6. In addition to members of the Board of Directors, shall have access to and be responsible for any content added to any “social media” websites;
- 3.4.4.1.7. Shall copy their designated liaison to the Board of Directors on all correspondence pertaining to TACA business; and
- 3.4.4.1.8. Shall, during their tenure, serve as ex- officio members of the Board of Directors.

## 4. STANDING COMMITTEES

### 4.1. COMMITTEE STRUCTURE

- 4.1.1. To address the strategic goals of the association and the needs of the membership, TACA shall operate with a standing committee concept, which shall follow the areas of operation identified for the organization in TACA's Constitution and By-Laws.
- 4.1.2. TACA shall have four standing committees:
  - 4.1.2.1. Education;
  - 4.1.2.2. Publications;
  - 4.1.2.3. Membership; and
  - 4.1.2.4. Scholarship.

### 4.2. EDUCATION COMMITTEE

- 4.2.1. The function of the committee is to:
  - 4.2.1.1. Organize formal education for the membership;
  - 4.2.1.2. Promote social interactions of professionals with others of their profession; and
  - 4.2.1.3. Encourage the exchange of ideas regarding practical applications of their professional knowledge.
- 4.2.2. The committee must have continuity and imagination and remain abreast of relevant educational topics and techniques.
- 4.2.3. The members must reside in different areas of the state and be assigned individual, specific tasks.
- 4.2.4. The committee members should include, among them, a person having the capability to succeed the current chairperson.
- 4.2.5. The committee chairperson should be (ideally) one who has previously served on several committees, attended several annual conferences and is dependable.
- 4.2.6. A Vendor Coordinator will be appointed (or reappointed) annually by the Board of Directors. This individual will be responsible for the management of organizations, entities, and companies interested in meeting conference attendees for the purpose of product and information exposure as follows:
  - 4.2.6.1. Shall be involved in the hotel site selection committee;
  - 4.2.6.2. Shall be included in the annual planning session for the following year's conference;
  - 4.2.6.3. Shall be included in all pre-conference meetings with the hotel staff;
  - 4.2.6.4. Shall maintain a close working relationship with the Education Committee, as the Vendor Coordinator assists this committee in the following areas:
    - 4.2.6.4.1. Providing exhibitor sponsors for evening conference activities;
    - 4.2.6.4.2. Procuring exhibitor sponsors for hosting of conference luncheons & breaks;
    - 4.2.6.4.3. Prior to arrival of the exhibitors, insure adequate tables, draperies, and electrical outlets are available for each exhibitor;



- 4.2.6.4.4. During the arrival of the exhibitors, and while they are setting up their booths, remain with them to greet each one personally and insure that the hotel staff responds to their needs;
- 4.2.6.4.5. During the conference, time is spent with the exhibitors;
- 4.2.6.4.6. Insure adequate and proper space is available to accommodate exhibitors either in close proximity to conference meeting facilities, or in a room dedicated to exhibitors which must also be close to other conference meeting facilities;
- 4.2.6.4.7. Determine whether security personnel will be required in the exhibitor location to protect equipment prior to and after regular conference hours;
- 4.2.6.4.8. Be allotted a portion of the Business Luncheon in which to remind the membership to thank the exhibitors and especially thank sponsors of events/meals;
- 4.2.6.4.9. Communicates the advantages of sustaining membership in TACA to exhibitors as well as advertising in the TACA Journal; and
- 4.2.6.4.10. Invites the exhibitors to any social functions the Board determines that exhibitors are permitted.

### **4.3. PUBLICATIONS COMMITTEE**

#### **4.3.1. Journal**

- 4.3.1.1. The Publications Committee is responsible for the publication of the TACA Journal, by soliciting, assembling and submitting written material. The written material is intended to:
  - 4.3.1.1.1. Promote the organization's vision;
  - 4.3.1.1.2. Promote the organization's positive efforts in promoting court administration;
  - 4.3.1.1.3. Inform the membership of the organization's goals;
  - 4.3.1.1.4. Inform the membership of future education opportunities;
  - 4.3.1.1.5. Inform the membership of scholarship opportunities;
  - 4.3.1.1.6. Inform the membership of current legislative issues;
  - 4.3.1.1.7. Inform the membership of current issues on ethics, professionalism and court management;
  - 4.3.1.1.8. Educate the membership and the public of current trends in court administration;
  - 4.3.1.1.9. Recognize members and the courts they serve; and
  - 4.3.1.1.10. Foster unity and professionalism among the membership.
- 4.3.1.2. The Publications Committee shall strive to publish 3 annual issues, as follows:
  - 4.3.1.2.1. Publication Dates: January, April, August
  - 4.3.1.2.2. Deadline: Six weeks prior to date of publication.
  - 4.3.1.2.3. Format:

- 4.3.1.2.3.1. January: Hard copy
- 4.3.1.2.3.2. April and August: Electronic copy only
- 4.3.1.2.4. Use minimal formatting
- 4.3.1.2.5. Submission to Publication Committee Chair for editing and final submission to the Secretariat (SHSU) for printing.
- 4.3.1.3. Recommended Material and Issue:
  - 4.3.1.3.1. All Issues:
    - 4.3.1.3.1.1. Letter from Chair
    - 4.3.1.3.1.2. List of Board of Directors
    - 4.3.1.3.1.3. List of JAB Members
    - 4.3.1.3.1.4. Membership Classes and Application Form
    - 4.3.1.3.1.5. Current Trends in Court Administration
    - 4.3.1.3.1.6. Member Highlight
    - 4.3.1.3.1.7. Meet the JAB Article or Meet the Judge
    - 4.3.1.3.1.8. Committee Chair Contact Information
    - 4.3.1.3.1.9. Calendar of related conferences
    - 4.3.1.3.1.10. Summary of Core Competency Guideline (one guideline yearly)
    - 4.3.1.3.1.11. Summary of one Court Tools from National Center
  - 4.3.1.3.2. January Issue:
    - 4.3.1.3.2.1. Scholarship Recipient Information
    - 4.3.1.3.2.2. Legislative Bills Passed, if legislative year
    - 4.3.1.3.2.3. Post Conference Information
    - 4.3.1.3.2.4. New Board Members Highlights
    - 4.3.1.3.2.5. First Published Notice of Annual Conference
    - 4.3.1.3.2.6. Committee Sign Up Request
  - 4.3.1.3.3. April Issue:
    - 4.3.1.3.3.1. Committee Sign Up Request
    - 4.3.1.3.3.2. Legislative Bills Pending, if Legislative Year
    - 4.3.1.3.3.3. Declaration of Candidacy
    - 4.3.1.3.3.4. Action Plan Article
    - 4.3.1.3.3.5. Curriculum Meeting Article
    - 4.3.1.3.3.6. Conference Information & Registration
    - 4.3.1.3.3.7. Scholarship Guidelines and Application

- 4.3.1.3.3.8. Candidate Biographies
- 4.3.1.3.3.9. Barrow Nomination and Application Form
- 4.3.1.3.4. August Issue:
  - 4.3.1.3.4.1. Conference Information & Registration
  - 4.3.1.3.4.2. Scholarship Guidelines and Application
  - 4.3.1.3.4.3. Candidate Biographies
  - 4.3.1.3.4.4. Barrow Nomination and Application Form
  - 4.3.1.3.4.5. Election Guidelines, and Proxy Ballot
  - 4.3.1.3.4.6. Post PDP
- 4.3.1.4. In addition, the Publications Committee may seek underwriters, sell advertisements or seek financial support from related entities to help defray the cost of publishing the TACA Journal. Fundraising efforts should be conducted in accordance with the provisions of the Code of Judicial Conduct.

#### **4.3.2. Website**

- 4.3.2.1. The website is responsible for immediate spotlight of the organization's activities to promote court administration. The website is intended to provide a means of communication with the membership in addition to the publication of the TACA Journal. Its goal is to link between court related entities by soliciting information from those entities that can be viewed by the membership and others in the profession of court administration.
- 4.3.2.2. The TACA website is a registered domain under [www.mytaca.org](http://www.mytaca.org) and is listed on numerous search engines that capture internet users searching for key words related to the profession of court coordination, court administration and courts, in Texas and across the Nation.
- 4.3.2.3. Information posted on the website is solicited from the Board of Directors, committee chairpersons, the named Secretariat or related entities which have asked to be notified as interested contributors. The website is to be the electronic archives custodian for the organization.
- 4.3.2.4. Pages on the website should include:
  - 4.3.2.4.1. Homepage
  - 4.3.2.4.2. Welcome Letter from Chair
  - 4.3.2.4.3. Membership Categories and Application Form
  - 4.3.2.4.4. TACA By-Laws
  - 4.3.2.4.5. Scholarship Guidelines and Application Form
  - 4.3.2.4.6. Election Information, Declaration Form and Proxy Ballot
  - 4.3.2.4.7. PDP Information
  - 4.3.2.4.8. Calendar of Significant Events in Courts and Court Administration

- 4.3.2.4.9. Links Page with links to related agencies and organizations
- 4.3.2.4.10. Conference Outline, Registration Form
- 4.3.2.4.11. Archives
- 4.3.2.4.12. Board Policies & Procedures Manual
- 4.3.2.4.13. News Page for Current Events
- 4.3.2.5. Information or changes to be posted on the website are submitted for review to the Publications Chair in the exact format desired.
- 4.3.2.6. Instructions regarding posting, location and hyperlinks requested are submitted electronically by the Publications Chair to the Secretariat and reviewed again prior to posting.

#### **4.4. MEMBERSHIP COMMITTEE**

- 4.4.1. The Membership Committee should work to achieve continual growth of the association and public awareness of the profession of court administration.
- 4.4.2. The committee shall work closely with the Board of Directors and the named Secretariat in recruiting and maintaining an active roster of membership for the organization.
- 4.4.3. The committee should strive to:
  - 4.4.3.1. Promote the profession of Court Administration in a positive manner;
  - 4.4.3.2. Identify and inform all court personnel in the State of Texas about the organization and benefits in membership;
  - 4.4.3.3. Promote social interactions of professionals with others of their profession;
  - 4.4.3.4. Assist the named Secretariat in identifying and maintaining accurate records of a member's tenure in the organization;
  - 4.4.3.5. Identify and promote opportunities for involvement and input from the membership regarding services provided by the organization;
  - 4.4.3.6. Assess members' needs through surveys, analysis and review of current trends in the profession of court administration;
  - 4.4.3.7. Maintain a membership, representative of the State's regional and geographical areas;
  - 4.4.3.8. Research and identify a member's contributions to the organization for proper recognition;
  - 4.4.3.9. Research and identify the professional accomplishments of a member for proper recognition by the organization;
  - 4.4.3.10. Identify, promote and involve the senior membership, in mentoring and training programs; and
  - 4.4.3.11. Report quarterly on committee's goal attainment.

#### **4.5. SCHOLARSHIP COMMITTEE**

4.5.1. The scholarship committee's function is to help provide educational opportunities to members from jurisdictions that may not have adequate financial resources to send court employees to TACA conferences or other court-related workshops identified herein.

4.5.2. The Committee shall:

4.5.2.1. Work with Education Committee in researching changes in educational opportunities for members;

4.5.2.2. Work with Finance Committee in researching donation trends and availability of funds to be used for potential scholarship awards;

4.5.2.3. Advise the Board of Directors in establishing and modifying scholarship criteria and elements of the scholarship program;

4.5.2.4. Coordinate the application, delivery, and selection process of the scholarship recipients; and

4.5.2.5. Maintain a historical list of donors and scholarship recipients.

#### **4.5.3. General Education Scholarships**

##### **4.5.3.1. GOODWILL SCHOLARSHIP**

4.5.3.1.1. The Goodwill Scholarship was created as a means for members to directly support the educational needs of fellow organization members. This scholarship is to be used to attend the TACA Annual Education Conference.

4.5.3.1.2. Based on availability of funds, the TACA Board of Directors will determine the number and amount of Goodwill Scholarships available each year.

4.5.3.1.3. TACA will waive the TACA Annual Education Conference registration fee for recipients of this Scholarship.

4.5.3.1.4. The TACA Treasurer will reimburse the scholarship recipient for travel, meals and lodging associated with the conference according to the Travel Policy up to the amount predetermined by the Board.

4.5.3.1.5. Reimbursement for this scholarship must be received by the TACA Treasurer within 60 days from the completion of the TACA Annual Education Conference directly following the award of the scholarship.

4.5.3.1.6. To be eligible for this scholarship, applicant must be a member in good standing for at least one year.

##### **4.5.3.2. FOUNDERS SCHOLARSHIP**

4.5.3.2.1. Three scholarships in honor of TACA founding members, Martin Allen, Bob Wessels and longtime TACA supporter Trisha Hall, were established in 1996 to commemorate TACA's 20th anniversary. This scholarship is to be used to attend the TACA Annual Education Conference.

4.5.3.2.2. TACA will waive the TACA Annual Education Conference registration fee for recipients of this Scholarship.

- 4.5.3.2.3. The TACA Treasurer will reimburse the scholarship recipient for travel, meals and lodging associated with the conference according to the Travel Policy up to an amount not to exceed \$750.00.
- 4.5.3.2.4. Reimbursement for this scholarship must be received by the TACA Treasurer within 60 days from the completion of the TACA Annual Education Conference following the award of the scholarship.
- 4.5.3.2.5. To be eligible for these scholarships, applicants must be a member in good standing for at least three years. Preference may be given to those applicants who have completed phase I & II of the Professional Development Program (PDP) thru the Texas Center for Judiciary or a similar program approved by the Board.

**4.5.4. Advanced Education Scholarships**

4.5.4.1. THE JUDGE PAUL FERGUSON SCHOLARSHIP

- 4.5.4.1.1. This scholarship is \$750.00, and it shall be used for ICM, NACM, JMI, or similar workshop approved by the Board.
- 4.5.4.1.2. Reimbursement for this scholarship must be received by the TACA Treasurer within 60 days from the completion of the approved conference or workshop following the award of the scholarship.
- 4.5.4.1.3. To be eligible for this scholarship, applicant must be a member in good standing for at least 5 years and completed the Certified Court Manager program thru TACA and the Texas Center for Judiciary.

4.5.4.2. THE JACK DILLARD SCHOLARSHIP

- 4.5.4.2.1. This scholarship is \$750.00, and it shall be used for ICM, NACM, JMI, or similar workshop approved by the Board.
- 4.5.4.2.2. Reimbursement for the scholarship must be received by the TACA Treasurer within 60 days from the completion of the approved conference or workshop following the award of the scholarship.
- 4.5.4.2.3. To be eligible for this scholarship, applicant must be a member in good standing for at least 5 years and completed the Certified Court Manager Program thru TACA and the Texas Center for Judiciary.

4.5.4.3. THE CHIEF JUSTICE SCHOLARSHIP

- 4.5.4.3.1. The Chief Justice Scholarship may be awarded in an amount up to \$2,000.00 to be used solely for Phase Two of ICM's Court Executive Development Program.
- 4.5.4.3.2. Reimbursement for these scholarships must be received by the TACA Treasurer within 60 days from the completion of the approved program following the award of the scholarship.
- 4.5.4.3.3. Funding for this scholarship is provided by reimbursement to TACA from the Texas Center for the Judiciary.

4.5.4.3.4. To be eligible for this scholarship, applicant must be a member in good standing for at least 5 years and completed the Certified Court Manager Program thru TACA and the Texas Center for Judiciary.

4.5.4.4. JUDGE LARRY J. GIST SCHOLARSHIP

4.5.4.4.1. The Judge Larry J. Gist Scholarship may be awarded in an amount up to \$1,500.00 to be used for attendance of advanced education courses solely for the ICM Executive Development Program.

4.5.4.4.2. Reimbursement for these scholarships must be received by the TACA Treasurer within 60 days from the completion of the approved program following the award of the scholarship.

4.5.4.4.3. Funding for this scholarship is provided by reimbursement to TACA from the Texas Center for the Judiciary.

4.5.4.4.4. To eligible for this scholarship, applicant must be a member in good standing for at least 5 years, and completed CMP and Phase Two of ICM Court Executive Development Program.

**4.5.5. Eligibility and Requirements**

4.5.5.1. Scholarships established and funded by the Texas Association for Court Administration, or a court related entity, are available to members of TACA in good standing. "Good standing" is defined as a member who is current in the payment of annual membership dues and an employee of the judiciary as defined in the by-laws of the association. Additional eligibility requirements may be outlined in the individual scholarships.

4.5.5.2. Representation of need shall be made on an annual basis and shall not be automatic consideration of subsequent annual scholarship awards.

4.5.5.3. Applicants for Advanced Education Scholarships shall be any TACA member in good standing who has also completed the Texas CMP course or is a Professional Development Faculty Member.

4.5.5.4. Unless good cause is shown, once an applicant has fulfilled all of the required phases of an approved program, the applicant is ineligible for any further scholarships, with the exception of the Goodwill Scholarship.

4.5.5.5. Applicants must sign a Commitment Contract for a two-year personal commitment to serve on the Education Committee and/or any committee as set forth in the by-laws of the association.

4.5.5.6. Each scholarship applicant will need to compose a 50-word essay on why they desire the scholarship and their career goals. This essay will help assess the applicant's interest and motivation for the scholarship.

4.5.5.7. Scholarship must be utilized within 18 months of receipt of award, or use of award is forfeited.

**4.5.6. Application Management**

4.5.6.1. Applications for the Judge Paul Ferguson, Jack Dillard, Chief Justice, Judge Larry J. Gist and Founders Scholarships shall be addressed to the Scholarship Liaison to the

Board of Directors and shall be received by the Scholarship Liaison to the Board of Directors on or before August 15 of each year. The Scholarship Liaison to the Board of Directors will present these applications to the Board so that the Board can vote on the scholarship recipients.

- 4.5.6.2. Applications for the Goodwill Scholarships shall be received by the Scholarship Committee Liaison to the Board of Directors on or before August 15 of each year. The Scholarship Committee will make recommendations to the Board of Directors as to who will receive the scholarships. The Scholarship Committee Liaison to the Board of Directors will send all applications to the Board who will then vote on the scholarship recipients. Consideration should be given to those who have not received the scholarship previously.
- 4.5.6.3. If there are more Founders and Goodwill scholarships to be awarded than there are scholarship recipients, Goodwill scholarships will be awarded first.
- 4.5.6.4. Generally, if no one applies or is qualified for the Chief Justice Scholarship or the Judge Larry J. Gist Scholarship, additional Judge Paul Ferguson and Jack Dillard scholarships may be awarded. This requires the approval of the Executive Director of the Texas Center for the Judiciary, who is responsible for the donation of the funds for these two scholarships.
- 4.5.6.5. Application for these scholarships follows the guidelines as set forth by the Board of Directors.



## **5. AUXILIARY OPERATING BOARDS, COMMITTEES, AND GROUPS**

### **5.1. JUDICIAL ADVISORY BOARD (JAB)**

- 5.1.1. Members of the Judicial Advisory Board should be considered as speakers at the annual education conference and may be appointed as members of the Education committee.
- 5.1.2. The Judicial Advisory Board is responsible for providing advice, guidance, education and leadership to the Board of Directors to help TACA accomplish their vision and goals.
- 5.1.3. The Judicial Advisory Board should keep the Board of Directors apprised of current legislative issues, ethical issues and professional issues that may affect court administration.
- 5.1.4. The Judicial Advisory Board should act as the liaison between TACA and other judicial entities to promote advances in court administration.
- 5.1.5. The Judicial Advisory Board shall include the following:
  - 5.1.5.1. The designated member of the Supreme Court;
  - 5.1.5.2. The Chair of the Judicial Section, State Bar of Texas;
  - 5.1.5.3. An Appellate Court Judge;
  - 5.1.5.4. A Regional Presiding Judge;
  - 5.1.5.5. A judge of the Court of Criminal Appeals;
  - 5.1.5.6. A designated member of the Curriculum Committee of the Texas Center for the Judiciary, Inc.; and
  - 5.1.5.7. Other members including members of the judiciary who:
    - 5.1.5.7.1. Share a genuine interest in court administration;
    - 5.1.5.7.2. Represent a geographical region as designated by the Board of Directors; or
    - 5.1.5.7.3. One who would come to the aid of the association.

### **5.2. SECRETARIAT**

- 5.2.1. The duties of the Secretariat will follow the agreed Memorandum of Understanding between TACA and Sam Houston State University – Correctional Management Institute of Texas (CMIT).

### **5.3. PROFESSIONAL DEVELOPMENT FACULTY**

- 5.3.1. The Professional Development Faculty is comprised of current TACA members approved by the Executive Director of the Texas Center for the Judiciary and the Chair of Professional Development.
- 5.3.2. The Professional Development Faculty group works with the Texas Center for the Judiciary to administer the Professional Development Program (PDP) for court personnel employed in trial courts in the State of Texas.

### **5.4. CURRICULUM COMMITTEE**

- 5.4.1. The purpose of the Curriculum Committee is to evaluate the educational needs for the annual conference each year. Their goal should be not to just meet the educational needs

of our members, but to exceed them. They shall identify as well as research current trends in court administration including reviewing the previous year's conference evaluations and any member surveys provided by the education committee.

- 5.4.2. The Curriculum Committee shall meet immediately following the Action Plan Meeting to set the curriculum for the annual education conference.
- 5.4.3. The committee will review the evaluations of the previous education conference.
- 5.4.4. The Curriculum Committee shall be comprised of the following:
  - 5.4.4.1. The Members of the Board of Directors (5);
  - 5.4.4.2. The Immediate Past Chair (1);
  - 5.4.4.3. The Chair of Professional Development (1);
  - 5.4.4.4. A Judicial Curriculum Committee Member (1);
  - 5.4.4.5. A member of the Judicial Advisory Board (1);
  - 5.4.4.6. The chairperson(s) of the Education Committee (2);
  - 5.4.4.7. A member of the Education Committee identified as future Chairperson (1); and
  - 5.4.4.8. If not represented through the Board of Directors, then include:
    - 5.4.4.8.1. A coordinator from a multi-county (1);
    - 5.4.4.8.2. A Trial Court Administrator (1); and
    - 5.4.4.8.3. A faculty member of PDP (1).

**5.5. SITE PLANNING COMMITTEE**

- 5.5.1. The site planning committee helps search for conference locations balancing the growing needs of the TACA organization with the need for fiscal responsibility.
- 5.5.2. The committee is responsible for scouting hotels and negotiating contracts for upcoming conferences.
- 5.5.3. The committee shall receive proposals from the hotels and present the proposals to the entire Board for a vote.
- 5.5.4. All site visits must be board approved prior to the visit. The site planning committee consists of the:
  - 5.5.4.1. TACA Chair;
  - 5.5.4.2. Secretariat;
  - 5.5.4.3. Board Liaison for Education;
  - 5.5.4.4. The Chair of Professional Development;
  - 5.5.4.5. The Treasurer;
  - 5.5.4.6. Chair(s) of the Education Committee; and
  - 5.5.4.7. The Vendor Coordinator/Liaison.

**5.6. NOMINATIONS COMMITTEE**

- 5.6.1. The Nominations Committee is responsible for the continuous fostering of interest in a leadership role among the membership. As a recognized leader, the Immediate Past Chair serves as the committee chairperson.
- 5.6.2. In its continuous efforts to foster leadership, the Nominations Committee shall consult with the Board of Directors and the standing committees in education and membership and should strive to:
  - 5.6.2.1. Identify those members who have exhibited interest in the role of leadership and have sought leadership training or mentoring programs;
  - 5.6.2.2. Identify members who demonstrate potential leadership skills;
  - 5.6.2.3. Research, identify and recommend leadership training programs for implementation;
  - 5.6.2.4. Identify and recommend leadership topics consistent with the NACM Core Competencies Curriculum Guidelines; and
  - 5.6.2.5. Provide the Board with a list of members interested in serving the association, within thirty days after the annual education conference.
- 5.6.3. The Committee shall be approved by the Board, and consist of:
  - 5.6.3.1. Five (5) current members in good standing, with 3 years or more in tenure; and
  - 5.6.3.2. Be a cross-representation of the courts in the State; and, consist of:
    - 5.6.3.2.1. A representative of an urban court;
    - 5.6.3.2.2. A representative of a multi-county court;
    - 5.6.3.2.3. A representative of a county court at law;
    - 5.6.3.2.4. A representative of a rural court; and
    - 5.6.3.2.5. A representative of a court of general jurisdiction.

**5.7. FINANCE COMMITTEE**

- 5.7.1. The Finance Committee will be primarily responsible for ensuring the goals associated with the areas of Finance and Operations, as outlined in section 2.2 of this document, are realized.
- 5.7.2. The committee will be responsible for the following:
  - 5.7.2.1. Reviewing the financial status of the organization quarterly;
  - 5.7.2.2. Developing plans and programs to maintain or improve financial stability of the organization;
  - 5.7.2.3. Decisions on fundraising;
  - 5.7.2.4. Budget preparation;
  - 5.7.2.5. Analysis of membership dues and financial projections;

- 5.7.2.6. Researching and identifying administrative costs for meetings with the Judicial Advisory Board; the Action Plan Meeting; any leadership training, or any other meetings as deemed necessary; and
- 5.7.2.7. Review and approve for final payment, any invoices over \$500.00.
- 5.7.3. The committee shall consist of:
  - 5.7.3.1. TACA Chair;
  - 5.7.3.2. Immediate Past Chair;
  - 5.7.3.3. Treasurer; and
  - 5.7.3.4. A Board Liaison to the Membership Committee or Publications Committee.

**5.8. OTHER AD HOC COMMITTEES AND TASK FORCES**

- 5.8.1. The Immediate Past Chair and Treasurer shall serve, at the direction of the Board of Directors, as chairperson for any ad hoc committee, designated to fund, research or enhance the profession of court administration, as outlined in the organization's mission statement.

## 6. ANNUAL EVENTS AND AWARDS

### 6.1. AWARDS

#### 6.1.1. Justice Charles W. Barrow Award

- 6.1.1.1. This award was established in honor of the Honorable Charles W. Barrow, Senior Judge, Bexar County, who served as Justice on the Supreme Court of Texas 1977-1984. He also served as Chief Justice of the Fourth Court of Appeals, 1962- 1977; and as Judge of the 45th District Court, 1959-1962. Justice Barrow is one of TACA's biggest supporters since its inception and has lent support, advice and credibility to the association. The award recognizes one "for his/her extraordinary contributions in promoting court administration in Texas."
- 6.1.1.2. This award has no monetary value. However, it is considered one of the highest coveted awards given annually to a TACA member, in that it recognizes the "high standards of excellence" exhibited in all endeavors of the recipient.
- 6.1.1.3. Award Eligibility
  - 6.1.1.3.1. Any TACA member, in good standing, who has contributed significantly in promoting Court Administration;
  - 6.1.1.3.2. Nominee must have provided outstanding assistance to the overall Court Administration effort;
  - 6.1.1.3.3. Nominee must exhibit sustained dedication to Court Administration activities, and
  - 6.1.1.3.4. Nominee should have participated actively in promoting Court Administration.
- 6.1.1.4. Application Management
  - 6.1.1.4.1. Applications for the Justice Charles W. Barrow Award shall be received by the Senior Recipient of the Charles Barrow Award. That individual, based on TACA tenure, and other prior award recipients shall select the award recipient based on the criteria above.
  - 6.1.1.4.2. Results are to be submitted to the TACA Secretariat.

#### 6.1.2. TACA Member of The Year Award

- 6.1.2.1. This award is presented to a current TACA member for providing outstanding assistance to the Association over the past year.
- 6.1.2.2. Nominees for Member of the Year will be sent from the membership to the Membership Committee Chair.
- 6.1.2.3. The Membership Committee will be responsible for compiling nominations and organizing a vote from TACA members.
- 6.1.2.4. The Membership Committee Chair will provide an article, including headshot and biography, for the top five nominees voted on by the general membership to the:
  - 6.1.2.4.1. Publications Committee Chair:
    - 6.1.2.4.1.1. Include in the following Journal

6.1.2.4.1.2. Post on the TACA website

6.1.2.4.2. Secretariat:

6.1.2.4.2.1. Include in Annual Education Conference workbook

6.1.2.5. The general membership will vote by ballot on TACA Member of the Year at the Annual Education Conference. This vote will be managed by the Membership Committee.

6.1.2.6. The results of the vote will be delivered to the TACA Chair and Secretariat.

6.1.2.7. A certificate will be presented to the recipient at the Awards Luncheon of the Annual Education Conference, and a formal plaque mailed following the conference.

### **6.1.3. TACA Justice Partner of the Year Award**

6.1.3.1. This award is presented to a non-TACA member for providing outstanding assistance to the association over the past year.

6.1.3.2. This award is not required to be given every year.

6.1.3.3. Each Standing Committee Chair and Liaison to the Board of Directors will forward nominations from their associated committees to the TACA Chair.

6.1.3.4. The Board of Directors will vote on recipient of the TACA Justice Partner of the Year Award.

6.1.3.5. The award will be presented to the recipient at the Annual Education Conference Awards Luncheon.

## **6.2. ANNUAL EDUCATION CONFERENCE**

6.2.1. The annual education conference is both a stand-alone continuing education meeting as well as the only court administration conference in the state following completion of the professional development program.

6.2.2. The primary goal of this conference program is to provide coordinators and administrators with the latest information on developments in their field and the application of new technologies in the trial court environment. Program speakers include nationally recognized experts as well as Texas trial court judges, administrators and other justice system personnel.

6.2.3. In addition to formal education, the social interactions of professionals with others of their profession are encouraged so that an exchange of ideas can take place regarding practical applications of their professional knowledge.

### **6.2.4. Program Blueprint**

6.2.4.1. TOPICS

6.2.4.1.1. Topics may be considered first, then speakers.

6.2.4.1.2. The subject matter must prompt the participants to ponder what is presented to them. This may change their outlook, provide new avenues of thought to them, or break them away from firmly held beliefs about court management.

6.2.4.1.3. Topics must be conceptual in nature; they must "paint with a broad brush," so to speak.

- 6.2.4.1.4. Topics should not be dogmatic but open to discussion, argument, and scrutiny.
- 6.2.4.1.5. Chief among considerations in deciding on a topic is the audience. Are they new to court administration, veterans, professional managers?
- 6.2.4.1.6. Is the topic court-administrator oriented or is it self-improvement in nature?
- 6.2.4.1.7. Previous evaluations and member surveys should be considered to determine potential topic.

#### 6.2.4.2. SESSION DESIGN

- 6.2.4.2.1. Plenary - The typical conference agenda begins with a plenary session. A plenary session is a session of a conference which all members of all parties are to attend. Such a session may include a broad range of content, from keynotes to panel discussions, and is not necessarily related to a specific style of presentation or deliberative process.
- 6.2.4.2.2. Breakout - Relatively short session where a small group of attendees, discusses specific subjects or aspects of the broad theme of the main gathering.

#### 6.2.4.3. SESSION FORMATS

- 6.2.4.3.1. Workshop - The emphasis of the workshop is on "doing." If the workshop is a personal computer training workshop, then, generally, each student has an opportunity to work hands-on with a personal computer. The concept of workshops grows out of the notion that while we learn by seeing, hearing and reading, we don't retain as much as we do when we learn by doing. Almost any topic can be delivered through the workshop format, but classes must be kept manageable. Workshops are effective when several different topics must be presented, each to a group of about ten or fifteen.
- 6.2.4.3.2. Problem Solving Session - A specific topic or issue is selected, and the group devises a means of dealing with the issue. For example, a specific principal of case-flow management or court administration is the subject or focus, and its application in multiple types of courts or environments is discussed. The participants enter as many variables or problems as they desire into the session; or they may offer solutions. Playing the devil's advocate is sometimes appropriate to tax the resources at hand. Participants can attempt to apply what they have learned upon returning to their jurisdictions. Practical examples of topics would be: How can telephone conference calls be used to expedite matters pending before the courts? Let's implement a speedy trial act. How do we pre-assign the first setting date to all criminal cases at the time of the defendant's first appearance in the manual or automated systems?
- 6.2.4.3.3. Round-table Discussion - This format typically is ancillary to the main program. Occurs early in morning, at lunch or during evening. Tables, typically round, are designated for the purpose of discussion for a particular topic or issue and a person is assigned to lead or facilitate that discussion. A list of topics is given to participants along with material so that they can join in whatever discussion interests them. In one such format, a number of tables are set up in a large room and the topic(s) are posted above the tables. The participants may select the table displaying topics of their interest and join in the conversation.

- 6.2.4.3.4. Presentation/application discussion - A major topic divided into smaller areas of interest. The major topic is designated, and the smaller areas of interest are categorized. Then, the group discusses the applications of the topic. An example may be ethics; then ethics for judges and coordinators; finally, ethics for coordinators and how they must be applied.
- 6.2.4.3.5. Panel Presentation - This is a method of presenting a topic in which at least three but usually not more than five persons, preferably from different disciplines discuss a topic giving differing or opposing views. Discussion from the audience may or may not be invited, depending on the panel members. When members of the audience are involved in the discussion, it is generally to ask a question directed to a certain panel member. An example of an appropriate panel might be one formed of an adult probation director, a law enforcement officer, a district clerk, a court administrator, and a district attorney to discuss a current legislative bill. The discussion would center on how each of them are affected and how their reaction to the bill, when complying, will affect the others. (Caution: this is a very difficult program format and requires a great deal of planning and coordinating. Additionally, such a format may call for a skilled moderator so that strongly opinionated or better-informed speakers do not dominate the discussion.)

6.2.4.4. SPEAKERS

- 6.2.4.4.1. In finally selecting a speaker for a particular topic, consider the experience level of the speaker as well as the speaker's subject matter.
- 6.2.4.4.2. To be avoided is the speaker with a political agenda.
- 6.2.4.4.3. The speaker should be one having a non-jurisdiction-specific approach to court administration problems.
- 6.2.4.4.4. It is necessary to determine if the speaker will focus on an individual improvement or court administrator-related theme.

**6.3. ACTION PLANNING MEETING**

6.3.1. The purpose of the meeting shall be to:

- 6.3.1.1. Reaffirm the vision and assess the current goals of the organization;
- 6.3.1.2. Identify and determine future goals of the organization;
- 6.3.1.3. Research and identify current trends in court administration;
- 6.3.1.4. Evaluate the needs of the membership;
- 6.3.1.5. Identify and solicit partnerships with related entities to promote court administration and coordinate educational programs; and
- 6.3.1.6. Research and identify all costs associated with the operation of the organization and the fostering of leadership from among the membership. These operational costs shall be funded from:
  - 6.3.1.6.1. The collection of association dues;
  - 6.3.1.6.2. Grants;



- 6.3.1.6.3. Endowments; or
- 6.3.1.6.4. Cooperative programs with related entities.
- 6.3.2. This meeting is held in December or January, following the Annual Education Conference.
- 6.3.3. This meeting shall include:
  - 6.3.3.1. Board of Directors;
  - 6.3.3.2. Immediate Past Chair;
  - 6.3.3.3. Treasurer;
  - 6.3.3.4. Professional Development Chair;
  - 6.3.3.5. Secretariat; and
  - 6.3.3.6. Any committee chairs deemed necessary by the Board of Directors.

**6.4. CURRICULUM MEETING**

- 6.4.1. The Curriculum Meeting shall be held in conjunction with the Action Planning Meeting.
- 6.4.2. The purpose of the Curriculum Meeting is to assess the educational needs of the membership with consideration of:
  - 6.4.2.1. Sixteen (16) hours of continuing education;
  - 6.4.2.2. Research and identify current trends in court administration;
  - 6.4.2.3. Offer input and recommendation of site selection for the annual education conference;
  - 6.4.2.4. Implement a 2-year planning cycle for educational program content;
  - 6.4.2.5. Seek the advice and guidance of the Judicial Advisory Board and Board of Directors;
  - 6.4.2.6. Review and recommend the funds available for the hosting of the annual education conference; and
  - 6.4.2.7. Consider the following topics as essential to the continuing education needs of the membership based on the Core Competency Curriculum Guidelines, as identified by the National Association for Court Management (NACM):
    - 6.4.2.7.1. Purposes and Responsibilities of Courts;
    - 6.4.2.7.2. Case flow Management;
    - 6.4.2.7.3. Leadership;
    - 6.4.2.7.4. Visioning and Strategic Planning;
    - 6.4.2.7.5. Essential Components;
    - 6.4.2.7.6. Court Community Communication;
    - 6.4.2.7.7. Resources, Budget and Finance;
    - 6.4.2.7.8. Human Resource Management;
    - 6.4.2.7.9. Education, Training and Development
    - 6.4.2.7.10. Information Technology Management; and

6.4.2.7.11. Special topics as identified by researching current trends of court administration.

**6.5. PROFESSIONAL DEVELOPMENT PROGRAM**

6.5.1. The original curriculum and program was developed by TACA members. The current program consists of two one-week courses: Trial Court Coordination and Trial Court Management.

6.5.2. Each June TACA assists in providing the faculty for the Professional Development Program (PDP) sponsored by The Texas Center for the Judiciary (TCJ).

**6.6. LEADERSHIP TRAINING**

6.6.1. All officers of the organization shall promote, encourage and support the membership to aspire and achieve a leadership role within the organization and their professional career.

6.6.2. Leadership training shall be a coordinated effort, and should include training sessions, speakers and media material that will develop and enhance leadership skills for members seeking or recommended for a leadership role.

6.6.3. Curriculum and funding for these training programs shall be at the discretion of the Board of Directors through its committees in Curriculum and Finance.

**6.7. ANNUAL BUSINESS MEETING**

6.7.1. The TACA Chair presides over the Annual Business Meeting according to the written agenda and Roberts Rules of Order.

6.7.2. The TACA Chair may appoint a Sergeant at Arms to help with proper procedure.

6.7.3. The TACA Chair will provide the format of the annual business meeting to the education committee.

6.7.4. The election of officers will occur during the meeting.

**6.8. ELECTION OF OFFICERS**

**6.8.1. Board of Directors**

**6.8.1.1. Declaration of Candidacy**

6.8.1.1.1. *Declaration of Candidacy* forms are due to the Nominations Chair by July 1.

6.8.1.1.2. Candidates must meet eligibility requirements as stated in Article V, Section 1, TACA Constitution and Bylaws.

**6.8.1.2. Distribution of Ballots**

- 6.8.1.2.1. Prior to the Annual Business Meeting, the Nominations Committee will distribute election ballots to verified members in good standing.

**6.8.1.3. Nominations Process**

- 6.8.1.3.1. At the nominations portion of the meeting, the TACA Chair introduces the Nomination Committee Chair.
- 6.8.1.3.2. The Nominations Chair introduces the other members of the Nominations Committee and tells where they are from and summarizes the committee's work.
- 6.8.1.3.3. The Nominations Chair announces nominations are open for election to the Board of Directors.

**6.8.1.4. Introduction of Declared Candidates**

- 6.8.1.4.1. The Nominations Chair will introduce previously-declared Candidates for Board of Directors

**6.8.1.5. Nominations from the Floor**

- 6.8.1.5.1. The Nominations Chair will accept nominations for the board from the floor and ask if there are any additional nominations for the board.
- 6.8.1.5.2. As a candidate is nominated, the chair repeats the name of the person nominated. A second is not required for a nomination from the floor.
- 6.8.1.5.3. All persons nominated from the floor must provide an executed acknowledgment from their supervising judge, affirming their intent to declare candidacy.

**6.8.1.6. Closing Nominations**

- 6.8.1.6.1. Upon a motion and a second to close nominations, discussion can be made from the floor.
- 6.8.1.6.2. Following any potential discussion from the floor, a vote is taken from the membership on the motion.

**6.8.1.7. Introduction of All Nominees**

- 6.8.1.7.1. The nominees are introduced in the order in which they were nominated; those persons nominated by the committee are announced first, followed by those persons nominated from the floor.
- 6.8.1.7.2. Each nominee will be invited forward to the podium to state her/his qualifications and desire to serve on the board.
- 6.8.1.7.3. A full list of nominees shall be posted for voting members to easily and readily reference.

**6.8.1.8. Election by Ballot**

- 6.8.1.8.1. The Nominations Chair announces that the vote will be accomplished by ballot.

6.8.1.8.2. Those not having received a ballot may request one from the Nominations Committee

**6.8.1.9. Votes Tallied**

6.8.1.9.1. When all ballots have been returned to the Nominations Committee, they are counted, and the results reported to the Nominations Chair.

**6.8.1.10. Declaration of Election**

6.8.1.10.1. The Nominations Chair announces the results of the election.

**6.8.2. TACA Chair**

**6.8.2.1. Nominations for TACA Chair**

6.8.2.1.1. Following elections for Board of Directors, the Nominations Chair announces nominations are open for the TACA Chair. The Nominations Chair announces which board members are eligible as a candidate for the TACA Chair in accordance with Article IV, Section 2, TACA Constitution and Bylaws.

6.8.2.1.2. The Nominations Chair will individually ask each eligible Board Member if they wish to declare candidacy. Board members not wishing to be candidates should decline from participation at this juncture of the elections.

6.8.2.1.3. The current Chair, if a candidate for another term, is introduced, as are those board members who have not declined.

**6.8.2.2. Closing of Nominations**

6.8.2.2.1. Upon a motion and a second to close nominations, discussion can be made from the floor.

6.8.2.2.2. Following any potential discussion from the floor, a vote is taken from the membership on the motion.

**6.8.2.3. Introduction of All Nominees**

6.8.2.3.1. The nominees are introduced in the order in which they were nominated.

6.8.2.3.2. Each nominee will be invited forward to the podium to state her/his qualifications and desire to serve on the board.

6.8.2.3.3. A full list of nominees shall be posted for voting members to easily and readily reference.

**6.8.2.4. Election by Ballot**

6.8.2.4.1. The Nominations Chair announces that the vote will be accomplished by ballot.

6.8.2.4.2. Those not having received a ballot may request one from the Nominations Committee.

**6.8.2.5. Votes Tallied**

6.8.2.5.1. When all ballots have been returned to the Nominations Committee; they are counted, and the results are reported to the Nominations Chair.

**6.8.2.6. Declaration of Election**

6.8.2.6.1. The Nominations Chair announces the results of the election.

**6.8.3. Completion of Election Process**

6.8.3.1. Nominations and election are over.

6.8.3.2. Oath is given to new board members.

6.8.3.3. Resume the order of business.

## **7. REIMBURSEMENT AND TRAVEL POLICY**

### **7.1. REIMBURSEMENT POLICY**

- 7.1.1. The TACA debit card will only be accessed by the Treasurer and can only be used to secure airline reservations, for direct billing purposes by hotels for conferences or meetings. All other expenses must be paid for individually by each Board Member and submitted via a reimbursement form.
- 7.1.2. Exceptions may be made on a case by case basis per entire Board authorization.
- 7.1.3. The Texas Association of Court Administration will reimburse pre-approved travel on behalf of the organization in accordance with the Travel Policy.
- 7.1.4. Registration fees are to be paid or reimbursed for a TACA member to attend any class, conference, exhibit, etc. that has been approved by the TACA Board of Directors.
- 7.1.5. Additional charges must be submitted to chairperson and approved by the Board of Directors before being incurred.

### **7.2. TRAVEL POLICY**

#### **7.2.1. Travel Justification and Exercise of Prudence in Travel**

- 7.2.1.1. Travel and transportation at TACA's expense will be directed and reimbursed only when justified by the TACA Chair and Board of Directors as part of TACA business.
- 7.2.1.2. A traveler on TACA business will exercise the same care in incurring expenses and accomplishing TACA business that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, delays, or luxury accommodations unnecessary or unjustified in the performance of the business are not considered acceptable as exercising prudence.

#### **7.2.2. Expenses Incurred**

- 7.2.2.1. A traveler on TACA business will not be expected to perform any travel at their own expense or at rates of allowances and amount of reimbursement inconsistent with the provisions contained herein.
- 7.2.2.2. All expenses incurred shall be made in the name of the traveler only.
- 7.2.2.3. All eligible expenses will be made by reimbursement only. Expenses must be submitted on a reimbursement form to the Treasurer.
- 7.2.2.4. Expenses incurred for activities not connected with TACA business shall not be reimbursed. Activities not connected with TACA business shall include but not limited to, hotel movies, health club, phone bills not approved, etc.

#### **7.2.3. Transportation**

- 7.2.3.1. Routing must be by the most direct route, if a person travels by an indirect route or interrupts travel by a direct route, the extra expense will be incurred by the traveler, with reimbursement based only on such charges as would have been incurred by the direct route.
- 7.2.3.2. Transportation may be authorized by railroad, airline, bus, taxi, personal automobile or rental car.

#### 7.2.3.3. Travel Via Privately Owned Vehicle

- 7.2.3.3.1. Mileage will be paid in accordance with state mileage guide. No additional expense incident to operate such automobile shall be allowed.
- 7.2.3.3.2. A detailed map, including your home or court address and the destination address, must be included with any reimbursement form.
- 7.2.3.3.3. When two or more members travel in a single conveyance, only one shall receive mileage compensation.

#### 7.2.3.4. Travel Via Rental Car

- 7.2.3.4.1. When a member is traveling to represent TACA in a business capacity, a member may choose to rent a car if rental of car is comparable to that of being paid mileage.
- 7.2.3.4.2. Rental car must be approved by the TACA Board of Directors before trip or any reservations are made.
- 7.2.3.4.3. No additional monies will be paid toward the cost of rental car. i.e. mileage, gas, etc.

#### 7.2.3.5. Travel Via Commercial Aircraft

- 7.2.3.5.1. Travel via commercial aircraft shall be based on the best available fare or current rate and shall be based on coach fare.
- 7.2.3.5.2. Airfare must be approved by the TACA Board of Directors before trip or any reservations are made.

#### 7.2.3.6. Other Modes of Travel

- 7.2.3.6.1. Reimbursement for other modes of travel from airport, i.e. taxi, airport limousine or shuttle to place of lodging or to meeting place shall be reimbursed. Receipts are required for any charge over \$5.00.

### **7.2.4. Lodging**

#### 7.2.4.1. Reimbursement Rate

- 7.2.4.1.1. TACA will pay established Government Conference rate incurred by member. Unnecessary lodging expense shall be borne by the traveler unless justification for such expense can be established.

#### 7.2.4.2. Staying with Friends or Relatives

- 7.2.4.2.1. If a traveler stays with friends or relatives while on TACA business, no cost for lodging shall be allowed, whether or not any payment for lodging is made to the friend or relative.

#### 7.2.4.3. Board Retreat/Meeting Cleaning Compensation

- 7.2.4.3.1. If the TACA Chair directs the Board to hold a retreat or meeting in order to conduct business for the year, should the retreat be held in a private home rather than a hotel type setting, the Board can direct payment of housekeeping for services rendered.

### **7.2.5. Meals**

- 7.2.5.1. All TACA members traveling as part of official business shall be reimbursed for meal expenses.
- 7.2.5.2. Reimbursement amounts will follow the U.S. General Services Administration (GSA) *Meals and Incidental Expenses (M&IE) Breakdown guidelines*.
- 7.2.5.3. No traveler on TACA business shall be reimbursed for more than three (3) meals per day.
- 7.2.5.4. Travelers eligible for reimbursement may only be reimbursed for meals that are not provided as part of meeting or conference.



## 8. FEE SCHEDULE AND REFUND & CANCELLATION POLICY

### 8.1. MEMBERSHIP SCHEDULE OF FEES

8.1.1. An individual's category of membership shall follow the guidelines set forth in Article III, §1 of the *TACA Constitution and Bylaws*.

8.1.2. Membership fees listed herein are to be paid annually.

Membership Type	Annual Fee
Regular	\$75.00
Associate	\$35.00
Judicial	\$35.00
Sustaining	\$200.00
Honorary	\$0.00

### 8.2. JOURNAL ADVERTISING SCHEDULE OF FEES

Quarter Page	
Per Issue	\$200.00
3 Issues	\$450.00
Half Page	
Per Issue	\$300.00
3 Issues	\$750.00
Full Page	
Per Issue	\$500.00
3 Issues	\$1200.00

**8.3. EDUCATION CONFERENCE SCHEDULE OF FEES**

<b>Member Registration</b>	
Early	\$350.00
Late	\$375.00
<b>Non-Member Registration</b>	
Early	\$425.00*
Late	\$450.00*
<b>Exhibitor</b>	
Greater Than 90 Days From Conference Date	\$1000.00
Less Than 90 Days from Conference Date	\$1200.00
<b>Conference Guest Meals</b>	
Guest will be responsible for full cost of each meal at rate charged by provider.	

\*Rate includes One (1) year membership to the organization

**8.4. CANCELLATION POLICY**

- 8.4.1. A full refund of fees paid will be authorized when a written request for cancellation of conference or program is received by the TACA Secretariat at least 31 days prior to the scheduled start of the program.
- 8.4.2. A refund of 70% of the fees paid will be authorized when a written request for cancellation of conference or program is received by the TACA Secretariat more than 5 days but less than 31 days prior to the scheduled start of the program.
- 8.4.3. A refund of 30% of the fees paid will be authorized when a written request for cancellation of conference or program is received by the TACA Secretariat less than 5 days prior to the scheduled start of the program.
- 8.4.4. If no cancellation in writing is received by the TACA Secretariat and no payment has been received 5 days prior to scheduled start of the program. You will be charged 100% of the cost of registration fee.
- 8.4.5. No refund will be given for participants that do not attend the program and no advance notice of cancellation is received.
- 8.4.6. Substitutions may be made for persons that are unable to attend. Advance notice is requested.
- 8.4.7. The TACA Board may make exceptions to the refund policy in the event of an emergency that prevents the participant from attending as scheduled.