

**COURT RULES AND ADMINISTRATION COMMITTEE /
SUMMARY OF RULES AND POLICIES PASSED IN 2007-2008 TERM**

1. Committee's charge

- (a) Advise MSBA president on appointments,
- (b) Keep track of vacancies,
- (c) Communicate court committee information to MSBA membership, and
- (d) Provide forum for MSBA members to communicate concerns/opinions to court committees.

2. Procedure for making recommendations for open MSBA seats

- (a) Openings will be posted on Court Rules and Administration Committee web page and in Legal News Digest.
- (b) A deadline of one week before the next Court Rules and Administration Committee meeting will be given for submitting Qualification and Interest Statements from anyone interested in being appointed. The Committee will also invite references or letters of support.
- (c) Submitted Qualification and Interest Statements will be distributed to Court Rules and Administration Committee members via the list serve.
- (d) As appropriate under the circumstances, the Court Rules and Administration Committee chairs will schedule interviews for nominees with the full committee, or with a subcommittee.
- (e) The Court Rules and Administration Committee will consider nominations and vote on recommendations at the next regular committee meeting.
- (f) The Court Rules and Administration Committee chairs will submit the committee's recommendation to the MSBA president.

Note: Paragraph (d) formerly read "If necessary, the Court Rules and Administration Committee chairs will schedule interviews for nominees with the full committee, or with a subcommittee." The Committee amended the paragraph to delete "If necessary" and replace it with "As appropriate under the circumstances".

3. Interview committee

- (a) The Committee will appoint an interview sub-committee as appropriate under the circumstances.
- (b) The sub-committee will contact the Rules Committee chair for input about the committee's need.
- (c) The sub-committee will then conduct interviews of the applicants (or a select group of the applicants as appropriate under the circumstances).
- (d) The sub-committee will confer and make a verbal report and recommendation to the Committee at the next Committee meeting.
- (e) The Committee will consider the reports and vote on the recommendations at the next Committee meeting.

4. Criteria to consider in interviewing and making recommendations

These criteria should be considered by when evaluating applications for court rules committee seats:

- (a) MSBA member,
- (b) Interest in committee's subject matter,
- (c) Experience in committee's subject matter,
- (d) Diversity of perspectives,
 - (i) Geography
 - (ii) Gender
 - (iii) Ethnicity
 - (iv) Experience
- (e) Practical knowledge of committee's subject matter,
- (f) Not motivated by a particular agenda,
- (g) Willingness to communicate with the Court Rules committee about issues under discussion,
- (h) Specific needs of the rules committee as identified by the rules committee chair,
- (i) Discussions with persons referenced in the resume or letters of recommendation,

- (j) Other criteria as appropriate for the committee under consideration,
- (k) Intangible qualifications, and
- (l) Other considerations for inclusiveness.

The above criteria are not listed in any order of priorities.

5. Response to applicants not selected

Applicants not selected will receive a letter and/or phone calls from the Committee chair(s), after the MSBA President accepts recommendation and sends nomination letter.

6. “Expedited” appointments

- (a) On occasion, the Supreme Court has contacted the committee chairs between regularly scheduled meetings seeking expedited recommendations for appointments to Rules Committees. To meet the timing goals expressed by the Supreme Court, the Chairs contacted committee members via email, and the Committee recommended certain MSBA members be appointed or re-appointed to Rules Committees.
- (b) The Committee approved use of this expedited procedure when there is insufficient time to consider matter at a full committee meeting.
- (c) The Committee has also approved forgoing the formal recruitment / selection process where the Minnesota Supreme Court requested an MSBA nominee within a short time frame.

7. Expectations of MSBA representatives on court committees

- (a) The emphasis is on the appointed MSBA representative to provide regular communications to the Court Rules and Administration Committee after each rules meeting.
- (b) The chairs will decide whether to invite the MSBA representative to address this committee. The goal is for each MSBA appointed member to meet with committee at least once per year—a Rules and Administration Committee liaison will be appointed to each MSBA representative on the Court Rule Committees to keep on track.
- (c) The appointed MSBA representative does not represent the MSBA on the rules committee and is free to express their own judgment. (Formal policy language is with the co-chairs and has not yet been approved by the committee.)

8. Discussion of this committee's responsibilities other than appointments

- (a) The Court Rules and Administration Committee will receive information from Court Rules Committees through MSBA representatives
- (b) The Committee will communicate information to MSBA members.
- (c) The Committee will stay ahead/abreast of emerging issues.

9. Committee minutes / policies

- (a) Committee minutes will be posted on its webpage.
- (b) Committee policies will be collected in a binder and posted on the website.

10. Disseminating information to MSBA membership

The Committee Approved disseminating information through:

- (a) The Legal News Digest,
- (b) The committee web page,
- (c) Sending notices to MSBA sections as appropriate, and
- (d) E-mailing MSBA membership as appropriate.

Note: The Committee discussed whether the supreme court has a database of people who get court news updates. No further action was taken on this possible avenue of disseminating information.

The committee approved disseminating the following information:

- (a) Vacancy notices, and
- (b) TBD based on reports from MSBA representatives.

11. Communicating information to MSBA members regarding Court Rules Committees

- (a) The Court Rules and Administration Committee will establish links for each committee on web page,
- (b) Include contact info for committee staff, and
- (c) Steve will check with Fred Grittner if committee minutes and agenda are public and appropriate to post. If not, then brief summary of committee's discussions.