

ARIZONA CODE OF JUDICIAL ADMINISTRATION

Part 1: Judicial Branch Administration

Chapter 1: Leadership

Section 1-104: Judicial Council

- A. General Purpose.** The Arizona Judicial Council assists the supreme court and the chief justice in the development and implementation of policies and procedures for the administration of all courts, uniformity in court operations and coordination of court services that will improve the administration of justice in this state. The council shall:
1. Assist the supreme court in accomplishing the full and complete integration of the court system pursuant to the court's constitutional mandate;
 2. Identify the needs of the judiciary, study the internal operation of the courts and analyze and plan for future developments;
 3. Promote improvement and respond to issues concerning judicial administration by reviewing and recommending for adoption by the chief justice proposed administrative orders, code sections, rules and policies;
 4. Approve a judicial branch legislative package and adopt positions on proposed legislation affecting courts for each legislative session.
- B. Membership.** Members of the council include the chief justice of the supreme court, the chief judges of the court of appeals, the presiding superior court judges of Maricopa and Pima counties, the president of the state bar or designee, the administrative director, two superior court presiding judges from non-metropolitan counties, a justice of the peace, a municipal court judge, a court administrator, a public member and such other members as may be appointed by the chief justice. Subject to availability of funds, council and committee members may be reimbursed by the administrative office for travel and per diem costs pursuant to the court's travel reimbursement policy.
- C. Terms of Members.** Ex officio members shall hold office as long as they hold their respective positions. All other members shall be appointed by the chief justice with approval of the supreme court for varying terms to encourage continuity on the council. Members may serve successive terms.
- D. Responsibilities of Members.** Members shall actively participate in council meetings, administration of council affairs and committee meetings. A council, committee or commission member may designate a proxy to attend meetings and vote on behalf of the member, subject to the following requirements:
1. The proxy is a delegate of the member and, in that capacity, carries the same responsibility as does the member;

2. The proxy delegate shall review all agenda issues and be prepared for the meeting;
3. The proxy delegate shall consider any and all additional information presented at the meeting by staff and others, as well as the information derived from the meeting discussion, prior to voting on an issue;
4. The chair of the council, committees and commissions shall establish a policy requiring that appointed members attend a specified number or percentage of meetings;
5. The chair and membership of each committee shall require by policy that a member may not use the proxy provision more than a specified number of times during the member's term; and
6. The use of proxies by members of the council and its committees and commissions is limited to extraordinary circumstances, as determined by the council, committee or commission chair.

E. Organization. The chief justice, or in the absence of the chief justice the vice chief justice, shall chair the council and may appoint additional officers as needed. The chief justice may appoint an executive committee, standing committees and advisory committees at any time to assist the council in carrying out its responsibilities.

F. Meetings. The council shall meet no less than twice a year, with additional meetings called at the discretion of the chief justice. The council must not conduct business unless a quorum of members is present as defined in ACJA § 1-202.

G. Actions. Approval of a majority of those voting shall constitute an action of the council.

H. Staff. Under the direction of the chief justice, the administrative office shall provide staff for the council, shall conduct or coordinate management and research studies of judicial administration as recommended by the council and may prepare a report on the status of judicial administration in the courts and the work of the council. This report may be included as part of the annual judicial report.

Adopted by Administrative Order 2001-24 effective January 30, 2001. Amended by Administrative Order 2026-90, effective July 8, 2026.