

IN THE SUPREME COURT OF THE STATE OF ARIZONA

In the Matter of:)
)
ESTABLISHMENT OF THE) Administrative Order
COURT LEADERSHIP INSTITUTE) No. 2006 - 69
OF ARIZONA)
)
)
_____)

Pursuant to Administrative Order No. 99-8, advisory committees can be appointed to assist the Committee on Judicial Education and Training in carrying out its responsibilities. The Chief Justice appoints the members of these committees. Therefore,

IT IS ORDERED that the Court Leadership Institute of Arizona is established as a committee of the Committee on Judicial Education and Training to provide leadership skills, knowledge, and performance improvement resources to current and emerging Arizona court leaders. This Committee will develop meaningful, comprehensive management and leadership programs for current and future court leaders to use in advancing the administration of justice in Arizona.

A. General Purpose. The Court Leadership Institute of Arizona (CLIA) is established as a standing committee of the Committee on Judicial Education and Training (COJET). CLIA is responsible for designing court leadership curricula and sponsoring leadership programs under the auspices of the Education Services Division of the Administrative Office of the Courts. CLIA shall, at a minimum, undertake the following:

1. Establish programs specifically for supervisors, project managers, program managers, court administrators, clerks of court, judges with administrative duties, probation managers, and other executive-level court administrators.
2. Establish programs of study promoting sound management and leadership principles.
3. Identify potential partnerships with educational agencies or institutions, inclusion of private and public educational programs into the CLIA curriculum, and program delivery methods.

4. Ensure leadership programs align with Arizona Judicial Council (AJC) and COJET standards and advance the goals of the Judicial Branch strategic agenda.
5. Make recommendations, as appropriate, to the AJC and COJET.

B. Membership. CLIA shall include the following members:

1. AOC Administrators (2)
2. Appellate Judge (1)
3. Court Administrator, Superior Court (1)
4. Court Administrator, Limited Jurisdiction Court (1)
5. Leadership Judge, Limited Jurisdiction Court, Urban (1)
6. Leadership Judge, Limited Jurisdiction Court, Rural (1)
7. Leadership Judge, General Jurisdiction Court, Urban (1)
8. Leadership Judge, General Jurisdiction Court, Rural (1)
9. Clerk of Court (1)
10. Adult Probation Administrator, Urban (1)
11. Adult/Juvenile Probation Administrator, Rural (1)
12. Juvenile Probation Administrator, Urban (1)
13. Detention Administrator (1)
14. Representative from an academic or educational agency (1)
15. Other at-large members at the discretion of the chief justice

C. Terms of Members. The Chair and Vice Chair shall serve two-year terms. Committee members shall serve three-year terms. Terms shall be staggered so that approximately one-third of the membership will be eligible for appointment/re-appointment each year.

D. Responsibilities of Members. Committee members shall serve as members and chairs of subcommittees, as assigned by the Chair; ensure that the directives and objectives of CLIA are implemented; observe the implementation of various programs for evaluation purposes and provide feedback regarding observations; obtain education and information as directed by the Chair. Appointed members of CLIA may send a designated proxy. Proxy designees should be declared in writing prior to the meeting, represent the member's category, and be approved by the Chair or Vice Chair. Approved proxy designees may vote and be counted towards a quorum. Appointed CLIA committee members are responsible for providing materials to and thoroughly briefing their proxy designees.

E. Organization. The Chair shall preside over all meetings of the Committee and is appointed by the Chief Justice. In the absence of the Chair, the Vice Chair shall preside. The Vice Chair is appointed by the CLIA Chair. CLIA may create such additional standing subcommittees, ad hoc or advisory committees as are necessary to carry out CLIA's responsibilities. These committees may include additional members who are not appointed CLIA members. Subcommittee chairs

shall be appointed CLIA members and are responsible to report on their current activities at each meeting.

- F. Meetings.** CLIA shall meet at the discretion of the Chair, no fewer than four times per year.
- G. Actions.** A quorum consisting of a simple majority (50% plus one) of the appointed members of CLIA or approved designated proxies is required for any formal action. Action taken by CLIA shall require a simple majority vote of the members present. All CLIA members or designated proxies are voting members.
- H. Staff.** Under the direction of the chief justice, the Administrative Office shall provide staff to assist and support CLIA.

Dated this 6th day of September, 2006.

RUTH V. MCGREGOR
Chief Justice