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2 **Supreme Court of Illinois Judicial College**

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4 **Bylaws**

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8 **Article I**

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10 **Establishment**

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12 The Supreme Court of Illinois Judicial College (Judicial College) and the Judicial College Board of
13 Trustees (Board) were established by the Supreme Court of Illinois (Supreme Court), pursuant to
14 M.R. 27781, effective January 1, 2016.

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17 **Article II**

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19 **Core Principles**

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21 The Judicial College, including associated persons, approved faculty, and educational providers,
22 shall consider the core principles of the Judicial College in the design of curricula and courses.

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24 **Core Principles**

25 The Judicial College's core principles are diversity, equity, inclusion, procedural fairness,
26 and access to justice. These core principles shall guide the educational content, the
27 selection of faculty, and the nomination of Standing Committee and Workgroup
28 members. Because these core principles are fundamental to the Judicial College, they
29 shall be incorporated into every aspect of our work.

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31 **Article III**

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33 **Judicial College**

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35 **Section 1. Governance**

36 These Bylaws provide for the governance, administration and supervision of the Judicial
37 College, the Board and the six Judicial College Standing Committees (Standing
38 Committee(s)), namely, the Committee on Circuit Clerk Education (CCCE), the
39 Committee on Judicial Education (COJE), the Committee on Probation Education (COPE),
40 the Committee on Guardians *ad litem* Education (GALE), the Committee on Judicial
41 Branch Staff Education (JBSE), the Committee on Trial Court Administrator Education
42 (TCAE), and Standing Committee Workgroups approved by the Board to support
43 Standing Committees.

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46 **Section 2. Purpose**

47 The Judicial College was established by the Supreme Court January 1, 2016, to govern,
48 and exercise administrative and supervisory authority over all Illinois Judicial Branch
49 continuing education and professional development for active judges and Judicial
50 Branch justice partners.

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52 Section 3. Justice Partners.

53 Justice partners are an integral part of the Judicial College and serve as Court appointed
54 Standing Committee members, Workgroup members and Staff Advisors. Justice partners
55 are non-judicial professionals that aid the Judicial Branch in the administration of justice.
56 Five of the six Standing Committees noted in Article III, Section 1, were established by
57 the Supreme Court to develop continuing education and professional development
58 specifically for justice partners.

60 Section 4. Judicial College Core Responsibilities.

- 61
62 1. Promote excellence in continuing education that will advance the effective and
63 efficient administration of justice, and better enable Illinois judges and justice
64 partners to engage and serve the public in the exercise of official duties in a manner
65 worthy of the trust and confidence of all citizens.
- 66
67 2. Design curricula and courses using the model developed by the National Association
68 of State Judicial Educators (NASJE).
- 69
70 3. Adopt a collaborative learning approach as a core component of curriculum and
71 course design.
- 72
73 4. Develop competency-based courses that identify one or more professional
74 competencies, (knowledge, skills, abilities, and attitudes), to be attained by judges
75 and justice partners for each course taken.
- 76
77 5. Develop curricula, courses, and professional development consistent with the core
78 principles of the Judicial College.
- 79
80 6. Adhere to best practices in adult learning and remain intentional in the commitment
81 to engage learners and create transformative educational experiences that provide
82 the opportunity for critical reflection and the application of content to the workplace.
- 83
84 7. Provide professional development to faculty to facilitate the delivery of education
85 consistent with best practices in adult learning.

87 Section 5. Collaboration Among Judicial College Standing Committees; External Entities.

88 Standing Committees and Workgroups shall collaborate on the design and delivery of
89 continuing education and professional development whenever the target audience,
90 subject matter or expertise requires the review and consideration of one or more
91 Standing Committees or Standing Committee Workgroups, or collaboration with non-
92 Judicial College entities.

94 Section 6. Annual Meeting.

95 The Judicial College shall meet annually, unless otherwise determined by the Board.

97 Section 7. Construction.

98 These Bylaws shall be construed in such a manner that advance the governance of the
99 Judicial College consistent with its core principles, purpose, and responsibilities, and the
100 Articles herein.

Article IV

Board of Trustees

Section 1. Thought Leadership.

In addition to the powers and duties set out in Article IV of these Bylaws, the Board shall provide informed leadership and guidance, and identify innovative strategies and opportunities to inspire, encourage, and advance the core principles of the Judicial College and the fair, effective and equitable administration of justice.

Section 2. Members, Appointments, Terms, Vacancies; Separation, Removal,

(A) Members.

The Board shall consist of nine members, seven voting members of the Illinois judiciary, including a Chair and Vice-Chair, and two non-voting *ex-officio* members.

(B) Appointments.

The Supreme Court shall appoint, as a regular Board member, any active Illinois judge sitting on the trial or appellate court, regardless of type or status. The Supreme Court shall consider the diversity of experience, leadership, age, race, gender, ethnicity, sexual orientation, and geography of the Board when making appointments.

Non-inaugural Board members are eligible to serve two consecutive three-year terms, in addition to serving the balance of a previous member's term. Absent a break in service, non-inaugural Board Members shall not be eligible for reappointment at the conclusion of the second consecutive three-year term.

The Supreme Court shall appoint, as an ex-officio member, a sitting justice of the Supreme Court and the Director of the Administrative Office of the Illinois Courts (AOIC). Ex officio members serve indeterminate terms.

(C) Terms.

1. Inaugural Terms.

Inaugural Board members are those Board members appointed by the Supreme Court in 2016, the year the Judicial College was established. The inaugural terms noted below were designated by seat and established to preserve staggering. Inaugural terms shall be staggered as follows:

- **Three** seats with eight-year terms ending June 30, 2024
Seat 1, Seat 2, Seat 3
- **Two** seats with six-year terms ending June 30, 2022
Seat 4, Seat 5
- **Two** seats with four-year terms ending June 30, 2020
Seat 6, Seat 7

2. Successive Terms.

Inaugural Board members are appointed to successive terms by the Supreme Court at the expiration of the inaugural term. Inaugural Board members are eligible to serve two consecutive three-year terms following the expiration of the Board member's inaugural term, regardless of the length of the inaugural term. Absent a break in service, inaugural Board Members shall not be eligible for reappointment at the conclusion of the second consecutive three-year term.

Board terms shall begin July 1 and end June 30 of each designated year, except in the case of a vacancy, in which circumstance, the Supreme Court may appoint a Board member to fill the remainder of a vacated term at any time during the year, or in the case of the 2016 effective date of inaugural terms.

3. Staggering Terms.

Appointments shall preserve the perpetual staggering of Board terms.

(D) Vacancies.

A vacancy on the Board shall occur upon a Board member's removal, resignation, or separation from judicial office, regardless of the nature or cause. Either circumstance shall disqualify the Board member from service on the Board. In the event of a vacancy, the Supreme Court shall appoint an eligible judge, pursuant to Article IV.

(E) Separation from Judicial Office.

A Board member separated from judicial office, regardless of the nature or cause of the separation, is *ineligible* to continue service on the Board as of the effective date of the separation from judicial office and is not eligible for reappointment to the Board so long as the separation from judicial office exist.

(F) Removal.

The Supreme Court may remove a member of the Board at any time, without cause.

Section 3. Leadership, Appointment, Terms, Vacancies, Removal, Service**(A) Leadership, Appointments.**

The Board shall be governed by a Chair and Vice-Chair. The Supreme Court shall appoint the Board Chair and Vice-Chair from existing voting Board members. Ex-officio members are not eligible for appointment to the Chair or Vice-Chair position.

(B) Terms.

1. Chair. Beginning July 1, 2022, the Chair shall serve for a term of no more than two years. The Chair shall not be eligible for appointment to the position of Vice-Chair following a term as Chair, or reappointment to Chair.

2. Vice-Chair. Beginning July 1, 2022, the Vice-Chair shall serve for a term of no more than two years. The Vice-Chair shall succeed to the position of Chair unless otherwise determined by the Supreme Court. The Vice-Chair is not eligible for reappointment to the term of Vice-Chair or Chair.

(C) Vacancies.

In the event of a Chair or Vice-Chair vacancy, the Supreme Court shall appoint a successor Chair or Vice-Chair to fulfill the remainder of the Chair or Vice-Chair's term.

(D) Removal.

The Supreme Court may remove the Chair and Vice-Chair of the Board at any time.

(E) Judicial College Service.

1. Each member of the Board, except for the Board Chair, shall serve as a Liaison to a Judicial College Standing Committee as determined by the Board Chair.

2. Board members may serve as Judicial College faculty and New Judge Orientation Cohort Leaders.

3. Board members may not serve on Standing Committees, Standing Committee Workgroups, or Benchbook Writing teams.

Section 4. Powers**(A) Powers.**

The Board shall have broad administrative and supervisory authority to govern the affairs of the Judicial College and shall make recommendation to the Supreme Court for the benefit of the Judicial College, where appropriate.

(B) Approvals.

The Board shall review and have final approval of all Comprehensive Education Plans, course providers, faculty, curricula, courses, materials, educational events, New Judge Cohort leaders, Standing Committee Workgroup, and other matters within their administrative and supervisory authority, not expressly stated herein. Standing Committees shall submit items deemed for Board review in with reasonable time for Board consideration and feedback.

1. The Board shall continually review and consider each Standing Committee Comprehensive Education Plan and provide guidance to Standing Committees on substantive for matters to be included.

2. The Board shall submit Board approved Standing Committee Comprehensive Education Plans to the Supreme Court for review and approval.

(C) Board Standing Committee Meeting Attendance.

Notwithstanding Board liaison service, any Board member may attend a meeting of a Standing Committee or Standing Committee Workgroup, without restriction, and may advise and assist the Standing Committees as needed.

(D) Amendments.

The Board shall review, consider, and recommend, if necessary, amendments to the Bylaws, and the Standing Committees Comprehensive Education Plans. Such amendments shall be submitted to the Supreme Court for review and approval.

Section 5. Workgroups.

Board Workgroups may be created as needed by the Chair of the Board of Trustees. Board Workgroup members are not subject to terms and shall serve at the will of the Board.

Section 6. Administration of the Board of Trustees**(A) Expenses.**

Members of the Board shall serve without compensation. AOIC approved expenses incurred in the performance of official Board duties, consistent with Judicial Branch Travel Guidelines and statutes, are eligible for reimbursement.

(B) Board Meetings and Meeting Reports.

The Board shall establish an annual meeting calendar. The annual meeting calendar shall denote scheduled in-person and virtual/telephone meetings held between July 1 – June 30 of each year. In addition to scheduled meetings, the Board may meet at the call of the Chair, or upon the written request of a majority of the members in addition to its scheduled meetings. Scheduled meetings shall be conducted by meeting Agenda. Meeting Reports shall be prepared and approved by the Board. Meeting attendance shall be taken and included in the Meeting Report.

(C) Meeting Attendance.

Board Meeting attendance shall be limited to the individuals appointed by the Supreme Court to the Board of Trustees and the Board's approved invited guest.

(D) Quorum.

A majority of the members shall constitute a quorum for purposes of conducting a meeting and voting on meeting agenda items. No action shall be taken without the concurrence of a quorum at a meeting.

Article V**Standing Committees****Section 1. Thought Leadership**

Standing Committee members are *Thought Leaders* in the administration of the Judicial College, including the comprehensive strategic consideration and ongoing assessment of educational need, the development of curricula, courses, comprehensive education plans educational events, Standing Committee projects and priorities, the selection of Standing Committee and Workgroup members, faculty, course supervisors, and Cohort leaders, and should provide informed and measured review and guidance of matters delegated to their responsibility prior to Standing Committee submissions to the Board.

Standing Committees shall utilize the staff and resources of the AOIC to assist in the comprehensive review and evaluation of all Standing Committee matters. The Board shall likewise look to Standing Committees, especially leadership and Staff Advisors, to inform its members of protocols and procedures that will provide guidance and identify

innovative strategies and opportunities to inspire, encourage, and advance the fair and equitable administration of justice.

Section 2. Members, Appointments, Leadership, Terms, Vacancies and Removal.

(A) Members.

Standing Committee membership composition is determined by the Board and recommended to the Supreme Court for review and approval. Members appointed to Standing Committees are appointed by the Supreme Court following the recommendation of the Board in coordination with the AOIC. The Board shall consider the diversity of experience, leadership, age, race, gender, ethnicity, sexual orientation, and geography of each Standing Committees in its recommendation to the Supreme Court.

(B) Leadership.

Standing Committees shall be governed by a Chair and Vice-Chair, appointed by the Supreme Court following the recommendation of the Board in coordination with the AOIC.

- 1. Duties.** The Standing Committee Chair shall lead Standing Committee meetings, and in the absence of the Chair, the Vice-Chair shall lead Standing Committee meetings. The Standing Committee Chair shall lead Standing Committees in the strategic review of the Comprehensive Education Plan and Standing Committee projects and priorities.

(C) Terms.

1. Inaugural Terms.

The inaugural terms of Standing Committee members were established by seat to preserve staggering. Inaugural Standing Committee members are those members appointed by the Supreme Court in 2017, the year after the establishment of the Judicial College. Inaugural members are eligible for appointment to two consecutive three-year terms following service of the inaugural term, regardless of the length of the inaugural term. Absent a break in service, members shall not be eligible for reappointment to more than two consecutive three-year terms, following the inaugural term.

2. Successive (Non-Inaugural) Members.

Successive members are eligible for appointment to two consecutive three-year terms. Successive members serving the balance of a prior member's term, regardless of the length, remain eligible to serve two consecutive three-year terms following the balance of the prior member's term. Absent a break in service, members shall not be eligible for reappointment to more than two consecutive three-year terms.

3. Chair and Vice-Chair.

Standing Committee Chairs and Vice-Chairs shall serve three-year terms. Standing Committee Chairs and Vice-Chairs are ineligible for reappointment to the leadership position previously held on the same Standing Committee. Standing Committee

Chairs shall not be eligible for appointment to the position of Vice-Chair following a term as Chair.

(D) Vacancies.

When a vacancy occurs, the Board shall make a recommendation for appointment and terms to the Supreme Court.

(E) Removal.

The Board may recommend to the Supreme Court, the removal of any Standing Committee member. The Board may likewise remove, on its own accord, a Standing Committee Workgroup member.

(F) Change in Status, Role or Separation from Judicial Office, Judicial Branch Service or Non-Judicial Branch Employment.

1. Completion of Appointed Term.

Standing Committee members who experience a change in status or role, or separate from judicial office, judicial branch service or non-judicial branch employment, related to Standing Committee service, while serving an appointed term as a member of a Standing Committee, remain eligible to continue service through the expiration of the appointed term, upon the recommendation of the Board to the Supreme Court, and Supreme Court approval.

2. Reappointment.

Standing Committee members who have experienced a change in status or role, or who have separated from judicial office, judicial branch service or non-judicial branch employment, related to Standing Committee service, are ineligible for reappointment to a successive term on a Standing Committee, but are eligible to serve as Standing Committee Workgroups, pending Standing Committee and Board approval.

Section 3. Workgroups.

The Standing Committee Chair may establish Standing Committee Workgroups as needed to support the work of the Standing Committees. Non-Standing Committee Workgroup members shall be approved by the Standing Committee and the Board. Workgroup members are not subject to terms and shall serve at the pleasure of the Standing Committee and the Board.

Section 4. Administration.

(A) Expenses.

Members of Standing Committees and their Workgroups shall serve without compensation. AOIC approved expenses incurred in the performance of official Judicial College duties, consistent with *Judicial Branch Travel Guidelines* and statutes, are eligible for reimbursement.

(B) Annual Calendars.

Standing Committees shall develop an annual calendar of educational events which includes in-person and eLearning courses offered July 1 – June 30 of each year.

(C) Standing Committee Meetings and Meeting Reports.

Standing Committees shall establish an annual Committee meeting calendar, provided to Standing Committee Members and the Board. The annual meeting calendar shall denote scheduled in-person and virtual/telephone meetings held between July 1 – June 30 of each year. In addition to scheduled meetings, Standing Committees may meet at the call of the Committee Chair, and in the absence of the Chair, at the call of the Standing Committee Board liaison. Scheduled meetings shall be conducted by meeting Agenda. A Meeting Report shall be provided to Standing Committee members and the Board. Meeting attendance shall be taken and included in the Meeting Report. In addition, a separate meeting attendance roster shall be made available to Standing Committee members, the Board, for MCLE purposes consistent with Article VI, Section 1.

(D) Meeting Attendance.

Standing Committee and Standing Committee Workgroup meetings shall be limited to members appointed by the Supreme Court (Standing Committee Members) and approved by the Board (Workgroup members), and guests approved by the Board.

(E) Quorum.

A majority of the members shall constitute a quorum for purposes of conducting a meeting and voting on meeting agenda items. No action shall be taken without the concurrence of a quorum at a meeting.

Article VI

Meeting Credits

Section 1. Minimum Continuing Legal Education (MCLE)

Effective January 1, 2022, Supreme Court-appointed attorney members serving on Standing Committees, Standing Committee Workgroups and Board of Trustee Workgroups shall earn credit toward their minimum continuing legal education requirement subject to Rule 795(d)(12). An attorney approved by the Board of Trustees or appointed by the Court to a Standing Committee or Judicial College Workgroup shall earn one hour of MCLE credit by attending a qualifying meeting. Credit for this attendance is limited to 12 hours in each two-year reporting period.

Article VII

Adoption and Revisions

Section 1. Effective Date.

These Bylaws were adopted by the Supreme Court of the Illinois, and effective, **September 2016 Term of Court.**

441 Revised and approved **May 2017 Term** by the Supreme Court of Illinois.
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443 Revised and approved **November 2022 Term** by the Supreme Court of Illinois.
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445 **Comments.**
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