

# The Supreme Court of Ohio

## OPERATING GUIDELINES FOR THE TASK FORCE ON THE HISTORY OF OHIO COURTS

These guidelines are issued by the Chief Justice of the Supreme Court and apply to the creation, organization, and operation of the Task Force on the History of Ohio Courts to assist the Court in exercising the authority granted pursuant to Article IV of the Ohio Constitution.

These guidelines are intended to establish consistent standards and expectations in implementing this authority. While these guidelines may impose specific duties upon other persons, the Chief Justice may waive compliance with any guidelines to assist the exercise of that discretion.

These guidelines have not been adopted as rules pursuant to Article IV, Section 5 of the Ohio Constitution and should not be construed as requiring adoption.

### **SECTION 1. GENERAL GUIDELINES.**

#### **1.01. Creation.**

There is hereby created by the Chief Justice the Task Force on the History of Ohio Courts.

#### **1.02. Duties and Authority.**

##### **(A) Duties**

The task force shall do each of the following:

- (1) Review those entities established by other states dedicated to the history of the state's courts and judicial system;
- (2) Determine whether the creation of a Supreme Court operated or affiliated entity would assist in promoting and preserving the history of Ohio courts and the Ohio judicial system;
- (3) If the creation of such entity is suggested, present recommendations concerning the organizational structure, membership, and responsibilities of the entity.

##### **(B) Authority**

The task force has no independent policy-setting authority.

46 **SECTION 2. MEMBERSHIP.**

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48 **2.01. Appointments.**

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50 The task force consists of no more than ten members appointed by the Chief Justice. The task  
51 force and other interested parties may recommend to the Chief Justice persons for appointment  
52 who they believe will serve the purpose for which the task force was created.

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54 **2.02. Qualifications.**

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56 Each task force member shall possess one or more of the following qualifications:

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58 (1) Interest or experience in promoting and preserving the history of Ohio courts and  
59 the Ohio judicial system;

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61 (2) Education or experience in historic research, education, or preservation;

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63 (3) Education or experience in records management or preservation.

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65 **2.03. Composition.**

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67 Task force membership should be broad-based and multi-disciplinary to represent a cross section  
68 of interests related to the history of Ohio courts and the Ohio judicial system and reflect the  
69 gender, racial, ethnic, and geographic diversity of Ohio.

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72 **SECTION 3. TERMS AND VACANCIES.**

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74 **3.01. Terms.**

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76 The term of a task force member extends through the issuance of the final report and  
77 recommendations by the task force.

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79 **3.02. Change of Position, Employment, Affiliation, or Status.**

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81 Each task force member appointed because of the member's elected position, official position,  
82 employment, organizational affiliation, or other status ceases to be a member at such time the  
83 member no longer holds that position, employment, affiliation, or status.

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85 **3.03. Filling of Vacancies.**

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87 Vacancies on the task force shall be filled in the same manner as original appointments. A task  
88 force member appointed to fill a vacancy occurring prior to the expiration of the term for which  
89 the member's predecessor was appointed holds office for the remainder of that term.

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92 **SECTION 4. OFFICERS AND STAFF.**

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94 **4.01. Chairperson and Vice-Chairperson.**

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96 The Chief Justice shall appoint one task force member to serve as the chairperson and one  
97 member to serve as the vice-chairperson.

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99 **4.02. Staff Liaison.**

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101 The Administrative Director of the Court shall assign one or more Court employees as may be  
102 necessary to serve as staff liaison to the task force. The staff liaison assists the task force as  
103 necessary in the implementation of its work, but at all times is considered an employee of the  
104 Court.

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107 **SECTION 5. MEETINGS.**

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109 **5.01. Manner.**

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111 The task force may meet in person or by telephone or other electronic means available to the  
112 Court.

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114 **5.02. Frequency.**

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116 The task force shall meet as often as required to complete its work. The task force may meet at  
117 the call of the chairperson or at the request of a majority of the task force members.

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119 **5.03. Scheduling.**

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121 All task force meetings shall be scheduled for a time and place so as to minimize costs to the  
122 Court and to be accessible to task force members, Court staff, and the public.

123

124 **5.04. Public Notice and Attendance.**

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126 **(A) Notice**

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128 Public notice of all task force meetings shall be provided on the Court's website.

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130 **(B) Attendance**

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132 All task force meetings shall be open to the public.

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134 **5.05. Member Attendance.**

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136 **(A) Requirement**

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138 For a fully effective task force, a task force member shall make a good faith effort to  
139 attend, in person, each task force meeting.

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141 **(B) Participation by telephone or other electronic means**

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143 A task force member who is unable to attend a meeting due to an unavoidable conflict  
144 may request the chairperson allow the member to participate by telephone or other  
145 electronic means available to the Court. A task force member participating in this  
146 manner is considered present for meeting attendance, quorum, and voting purposes.

147  
148 **(C) Replacement designee**

149  
150 A task force member may not designate a replacement for participation in or voting at  
151 meetings.

152  
153 **(D) Nonattendance**

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155 If a task force member misses three consecutive meetings, the chairperson or staff liaison  
156 may recommend to the Chief Justice that the member relinquish the member's position  
157 on the task force.

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159 **5.06. Minutes.**

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161 Minutes shall be kept at every task force meeting and distributed to the task force members for  
162 review prior to and approval at the next meeting.

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164 **5.07. Quorum.**

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166 A quorum exists when a majority of task force members is present for the meeting, including  
167 those members participating by telephone or other electronic means.

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169 **5.08. Actions.**

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171 At any task force meeting at which a quorum is present, the task force members may take action  
172 by affirmative vote of a majority of the members in attendance.

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174 **SECTION 6. SUBCOMMITTEES.**

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177 **6.01. Creation.**

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179 The task force may form such subcommittees it believes necessary to complete the work of the  
180 task force. A subcommittee should consist of select task force members and other persons who  
181 the chairperson believes will assist in a full exploration of the issue under the review of the  
182 subcommittee.

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184 **6.02. Size.**

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186 A subcommittee should remain relatively small in size and have a ratio of task force members to  
187 non-task force members not exceeding one to three.

188

189 **6.03. Application of Guidelines.**

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191 Guidelines 4.02, 5.01, 5.03, 5.04(B), 5.07, 5.08, 7.01, and 7.03 through 7.06 apply to the work  
192 and non-task force members of a subcommittee.

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195 **SECTION 7. MISCELLANEOUS GUIDELINES.**

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197 **7.01. Code of Ethics.**

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199 A task force member shall comply with the requirements of the Court's *Code of Ethics for Court*  
200 *Appointees*. The staff liaison shall provide each task force member with a copy of the code  
201 following the member's appointment to the task force.

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203 **7.02. Reports.**

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205 **(A) Progress or draft report**

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207 The task force may issue a progress or draft report as it believes necessary to facilitate the  
208 work of the task force and to communicate the nature of its work to the public and  
209 various constituencies of the Court.

210

211 **(B) Final report and recommendations**

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213 The task force shall issue a final report of its findings and recommendations to the Chief  
214 Justice and the Justices of the Court by a date decided by the task force. The staff liaison  
215 shall submit the report to the Administrative Director for distribution to the Chief Justice  
216 and publication on the Court's website.

217

218 **7.03. Work Product.**

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220 The work product of the task force is the property of the Court.

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222 **7.04. Budget.**

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224 The budget of the task force is set by the Court through its internal budget process and as  
225 implemented by the Court office, section, or program through which the task force operates. The  
226 task force has no authority to set its own budget.

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228 **7.05. Compensation.**

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230 A task force member serves without compensation.

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232 **7.06. Reimbursement of Expenses.**

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234 A task force member shall be reimbursed for expenses incurred in service to the task force as  
235 permitted by the Court's *Guidelines for Travel by Court Appointees*.

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237 **7.07. Dissolution.**

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239 The task force shall dissolve following issuance of its final report and recommendations.  
240 Additionally, the Chief Justice may dissolve the task force at any time solely upon the discretion  
241 of the Chief Justice or upon the recommendation of the task force indicating the task force is no  
242 longer productive.

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244 Effective Date: \_\_\_\_\_

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