

## **Purpose and Structure of the Education Committee**

### **Section 1. Purpose.**

The purpose of the Education Committee is to review and recommend educational priorities to the Wyoming Judicial Council ensuring a coordinated approach to the Branch's education for judges and employees. The Committee will be responsible for selecting topics and approving the agenda for the annual Judicial Conference. The Committee members will act as representatives of their individual conferences and will assist in communicating educational projects and ideas back to the Committee members' respective conferences to receive input and feedback.

### **Section 2. Committee Membership, Meetings, and Voting.**

1. Membership. The Education Committee membership will include three circuit judges; three district court judges; and the Chief Justice of the Supreme Court or a designee. The State Court Administrator and/or Chief Education Officer will staff the Committee.
  - a. Membership terms will be two years. Initial terms will be staggered for the circuit court judges and the district court judges to ensure continuity.
  - b. Members may serve consecutive terms.
  - c. The Chief Justice or a designee shall chair the committee.
2. Meetings. The Education Committee will meet at least quarterly, but may meet more frequently as necessary upon the request of a member or upon suggestion of staff. No action of the Committee may be taken without a quorum of the Committee. Four members of the Committee shall constitute a quorum.
3. Voting. Voting shall take place in a meeting of the Committee or via email if necessary.

### **Section 3. Roles and Responsibilities.**

1. The Committee staff will be responsible for:
  - a. Facilitating Committee meetings;
  - b. Developing and distributing meeting agendas no later than one week prior to scheduled Committee meetings, absent extenuating circumstances;
  - c. Implementing decisions of the Committee and the Wyoming Judicial Council related to the education of the Branch;
  - d. Compiling and distributing meeting minutes; and
  - e. Monitoring educational activities and reporting back to the Committee.
2. The Committee members will be responsible for:

- a. Reviewing information provided in preparation for Committee meetings;
- b. Communicating Committee decisions to their respective conferences;
- c. Collecting information and concerns from conferences to help establish educational priorities;
- d. Presenting Committee recommendations to the Wyoming Judicial Council when necessary;
- e. Creating educational opportunities for the Judicial Branch based on Wyoming Judicial Council priorities;
- f. Attending judicial conference meetings when necessary, and when possible; and
- g. Participating or assisting in locating presenters for judicial branch educational initiatives.

Dated this 29th day of July, 2024.

BY THE WYOMING JUDICIAL COUNCIL:

Kate M. Fox

Kate M. Fox, Chief Justice  
Chair, Wyoming Judicial Council