

# **Purpose and Structure of the Human Resources Committee**

## **Section 1. Purpose.**

The purpose of the Human Resources Committee is to review the Human Resources needs of the Wyoming Judicial Branch and develop recommended strategies and policies for the Judicial Council to address those needs, including but not limited to employee compensation, job classification, recruitment and management, development, engagement, and retention.

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

1. Membership. The Human Resources Committee membership will include two district judges, two circuit judges, and the Chief Justice of the Supreme Court or a designee. The Deputy Administrator and Human Resources Manager will staff the Committee.
  - a. Membership terms will be three years. Initial terms will be staggered for each of the conferences to ensure continuity.
  - b. Members may serve two consecutive terms.
  - c. Election of a chairman will take place during the first meeting in odd-numbered years. The chairman will serve a two-year term. If the chairman position is vacated, a new chairman will be elected at the next meeting and will complete the vacated term. Members may serve as chairman for two consecutive terms.
2. Meetings. The Human Resources Committee will meet quarterly or as needed to discuss Human Resources issues.
  - a. If decisions need to be made between meetings, voting may take place by email.

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

1. The Committee staff will be responsible for the following:
  - a. Facilitating meetings;
  - b. Compiling discussion topics, including topics recommended by Committee members;
  - c. Developing and distributing meeting agendas one week prior to scheduled meetings; and
  - d. Compiling and distributing meeting minutes.
2. The Committee members will be responsible for the following:

- a. Decision making on Human Resources issues that may not need to be forwarded to the Judicial Council;
- b. Approval of recommendations on issues to be forwarded to the Judicial Council; and
- c. Communication of Committee decisions to their respective conferences and obtain feedback.

Dated this 29th day of July, 2024.

BY THE WYOMING JUDICIAL COUNCIL:

Kate M. Fox

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