

1 **Supreme Court of Illinois Judicial College**

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3 **Bylaws**

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5 **Article I**

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7 **Establishment**

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9 The Illinois Judicial College and the Illinois Judicial College Board of Trustees  
10 was established by the Supreme Court of Illinois (Supreme Court), pursuant to  
11 M.R. 27781, and effective January 1, 2016.

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13 **Article II**

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15 **Illinois Judicial College**

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17 **Section 1. Governance**

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19 These Bylaws shall provide for the governance of the Supreme Court of Illinois Judicial  
20 College (Illinois Judicial College) and each of its six Standing Committees, namely, the  
21 Committee on Judicial Education (COJE); Committee on Probation Education (COPE);  
22 Committee on Trial Court Administrator Education (TCAE); Committee on Circuit Clerk  
23 Education (CCCE); Committee on Guardians *ad litem* Education (GALE); and Judicial  
24 Branch Staff Education (JBSE).

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26 **Section 2. Purpose**

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28 The Illinois Judicial College shall have authority over all education provided to the  
29 Illinois Judicial Branch and its justice partners through the Illinois Judicial College  
30 Standing Committees and in coordination with non-Judicial College Supreme Court  
31 Committees and Commissions.

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33 **Section 3. Duties**

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35 (A) The Illinois Judicial College shall: 35

- 36 1. Promote educational excellence, enhance the efficiency of the administration of  
37 justice, and better enable Illinois judges and justice partners, including probation  
38 officers, trial court administrators, circuit court clerks, guardians *ad litem*, and to  
39 engage in the exercise of official duties in a manner worthy of the trust and  
40 confidence of the many diverse communities served by the Supreme Court;  
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42  
43 2. Provide continuing educational and professional development that will improve  
44 the skills, knowledge, and competencies of Illinois judges, probation officers,  
45 trial court administrators, circuit court clerks, guardians *ad litem*, and judicial  
46 branch staff;  
47

- 48 3. Adopt educational standards and core competencies for Illinois judges,  
49 probation officers, trial court administrators, circuit court clerks, guardians  
50 *ad litem*, and judicial branch staff that will result in continuing education  
51 and professional development for each constituent group;  
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54 **Section 4. Construction**

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56 These bylaws shall be construed liberally to accomplish the goals and purposes of  
57 the Illinois Judicial College and the Illinois Judicial College Board of Trustees.  
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59 **Article III**

60 **Board of Trustees**

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62 **Section 1. Members; Membership; Terms; Vacancies; Removal**

63 (A) **Members.** The Board of Trustees (the Board), shall consist of seven regular members  
64 of the Illinois judiciary and two *ex-officio* members.  
65

66 (B) **Membership.** The following persons are eligible for appointment by the Supreme  
67 Court:  
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69  
70 1. **Regular Members.** The Supreme Court shall appoint as regular members any  
71 active Illinois judge sitting on the trial or appellate court, regardless of type or  
72 status. The Supreme Court shall consider the diversity of experience,  
73 leadership, age, race, gender, ethnicity, sexual orientation, and geography of  
74 the Board when making appointments.  
75

76 2. **Ex-Officio.** The Supreme Court shall appoint as ex-officio members of the  
77 Board a sitting justice of the Supreme Court and the Director of the  
78 Administrative Office of the Illinois Courts (Administrative Office) for  
79 indeterminate terms.  
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81 (C) **Terms.**

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83 1. **Inaugural Terms.** Inaugural Board members shall serve terms as designated  
84 below. Terms shall begin July 1 and end June 30 of each designated year.  
85 Inaugural terms shall be staggered as follows:  
86

- 87 • **Three** seats with eight year terms ending June 30, 2024  
88 Seat 1, Seat 2, Seat 3
- 89 • **Two** seats with six year terms ending June 30, 2022  
90 Seat 4, Seat 5
- 91 • **Two** seats with four year terms ending June 30, 2020  
92 Seat 6, Seat 7

93           2. **Successive Terms.** Board members are eligible for appointment to a three-  
94           year term and eligible for reappointment to a consecutive three-year term.  
95           Absent a break in service, Board Members shall not be eligible for  
96           reappointment for more than two consecutive three-year terms.  
97  
98

99 (D) **Vacancies.** In the event of a vacancy, the Supreme Court shall appoint an eligible judge  
100 to the Board for the remainder of the member's unexpired term or the second three-  
101 year term of that designated seat. In an effort to maintain consistently-staggered Board  
102 terms, a judge is ineligible to serve an additional term beyond the term of the  
103 designated seat to which the judge is appointed.  
104

105           A vacancy shall occur upon a Board member's separation from judicial office, regardless  
106 of cause, and shall disqualify the Board member from service on the Board. A change in  
107 judicial position shall not disqualify a member.  
108

109 (E) **Removal.** The Supreme Court may remove a member of the Board at any time.  
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## 111 **Section 2. Positions; Terms**

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113 (A) **Positions.** The Board shall have a Chair and Vice-Chair. A designee of the  
114 Administrative Office shall serve as a liaison to the Board in addition to the  
115 appointment of an *ex-officio* member representing the Administrative Office.  
116

117 (B) **Terms.** The Supreme Court shall appoint the Chair and Vice-Chair of the Board. Until  
118 July 1, 2022, the Chair and Vice-Chair appointments shall be a term of three years.  
119 Thereafter, Chair and Vice-Chair appointments shall be for a term of two years. Any  
120 non *ex-officio* member of the Board may be eligible for appointment.  
121

## 122 **Section 3. Powers; Thought Leadership; Comprehensive Education Plan; Amendments;** 123 **FY Reports**

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125 (A) **Powers.** The Board shall exercise its powers and duties on behalf of the Supreme  
126 Court and accordingly shall make recommendations to the Supreme Court for the  
127 benefit of the Illinois Judicial College consistent with the Board's goal to enhance the  
128 administration of justice. The Board shall likewise consult, coordinate, and collaborate  
129 with the Administrative Office on matters related to the Illinois Judicial College,  
130 including recommendations to be submitted to the Supreme Court. The Board shall  
131 have administrative and supervisory authority to govern the affairs of the Standing  
132 Committees, including but not limited to the approval of Committee and Workgroup  
133 members, development of curricula, courses, presentations, faculty selections,  
134 educational standards and principles, and academic calendars. Members of the Board  
135 may attend meetings of the Standing Committees or any of its Workgroups, without  
136 restriction, and may advise and assist the Standing Committees.  
137

138 (B) **Thought Leadership.** The Board shall provide informed leadership and guidance and  
139 identify innovative strategies and opportunities that will inspire, encourage, and  
140 advance the fair and equitable administration of justice.

- 141  
142 (A) **Comprehensive Education Plan.** The Board shall submit a Comprehensive  
143 Education Plan (Plan) to the Supreme Court for approval and shall approve the  
144 submissions of Judicial Standing Committees and non-Judicial College Supreme Court  
145 Committees and Commissions for inclusion in the Plan to be submitted to the Supreme  
146 Court.  
147  
148 (B) The Plan shall encompass all continuing education, training and professional  
149 development initiatives of the Judicial College Standing Committees and all non-Judicial  
150 College Supreme Court Committees and Commissions seeking to offer continuing  
151 education, training and professional development programs or curriculum.  
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153 (C) The Plan shall be comprised of the curriculum objectives and guidelines established by  
154 each Judicial College Standing Committee and all non-Judicial College Supreme Court  
155 Committees and Commissions and shall identify core competencies, knowledge,  
156 practices and skills, necessary to attain competency in a subject matter or practice.  
157 The Board shall continually review and consider the Plan.  
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159 (D) **Amendments.** The Board shall from time to time consider and recommend, if  
160 necessary, amendments to the Bylaws, the Comprehensive Education Plan and  
161 Standing Committee Educational Standards and Guidelines and submit such  
162 amendments to the Supreme Court for review and approval.  
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164 (E) **Fiscal Year Reports.** The Board shall file fiscal year reports of activities to the  
165 Supreme Court through the Administrative Office by September 1.

## Article IV

### Standing Committees

#### Section 1. Members; Membership; Vacancies; Removal

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172 (A) **Members.** The Board shall recommend to the Supreme Court appointments to the  
173 Standing Committees of the Illinois Judicial College, in coordination with the  
174 Administrative Office.  
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176 (B) **Membership.** Standing Committee membership shall be consistent with the  
177 Educational Standards and Guidelines. The Administrative Office shall serve on each  
178 Standing Committee in an *ex-officio* capacity. The Board and the Supreme Court shall  
179 consider diversity of experience, leadership, age, race, gender, ethnicity, sexual  
180 orientation, and geography of each member nominee membership on a Committee.  
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182 (C) **Vacancies.** Upon a vacancy, the Board shall recommend members to the Supreme  
183 Court, for approval, in coordination with the Administrative Office.  
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185 (D) **Removal.** The Board may recommend to the Supreme Court the removal of a member.  
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**Section 2. Chair; Vice-Chair; Purpose and Duties; Approval**

- (A) **Chair and Vice-Chair.** Each Standing Committee shall have a Chair and Vice-Chair. The Supreme Court shall appoint the Chair and Vice-Chair of each Standing Committee upon the recommendation of the Board of Trustees.
- (B) **Purpose and Duties.** Each Standing Committee Chair and Vice Chair shall lead the Standing Committees in the development of continuing education projects and priorities consistent with the Educational Standards and Guidelines for the Illinois Judicial College Standing Committees.
- (C) **Approval.** Each Standing Committee shall submit its plan(s) to the Board for consideration and approval.

**Article V**

**Administration**

**Section 1. Expenses; Board Meetings; Standing Committee Meetings; Meeting Attendance**

- (A) **Expenses.** Members of the Board and Standing Committees shall serve without compensation. Approved expenses incurred in the performance of their official duties, consistent with Judicial Branch Travel Guidelines and statutes, shall be eligible for reimbursement.
- (B) **Board Meetings.** The Board shall establish an annual meeting calendar. In addition, 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. Upon the request of the Chair, the Board may manage issues that arise prior to the time of the next regularly scheduled meeting.
- (C) **Standing Committee Meetings.** The Standing Committees shall establish an annual meeting calendar and submit the meeting calendar to the Board for approval. Standing Committees may meet at the call of the Chair, and with the approval of the Board. Scheduled meetings shall be conducted by meeting Agenda. Meeting attendance shall be recorded and provided to the Board.
- (D) **Meeting Attendance.** Meeting attendance (Board of Trustees, Standing Committees, Workgroup Meetings) shall be limited to those individuals appointed by the Supreme Court or previously approved by the Board to be present.

**Section 2. Board Meeting Minutes; Standing Committee Meeting Minutes**

- (A) **Board Meeting Minutes.** Meeting Minutes or a Meeting Reports shall be prepared and approved by the Board.

232 (B) **Standing Committee Meeting Minutes.** Meeting Minutes or a Meeting Report shall be  
233 prepared and submitted to the Chair of the Standing Committee, prior to distribution  
234 to the full Committee for approval. Meeting Minutes or a Meeting Report approved by  
235 the Committee shall be submitted to the Board.  
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237 **Section 3. Quorum**  
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239 **Quorum.** A majority of the members shall constitute a quorum for purposes of  
240 conducting a meeting and voting. No action shall be taken without the concurrence of  
241 a majority of the members, constituting a quorum, at a meeting.  
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243 **Section 4. Appointment of Workgroup Members – Board and Standing Committees**  
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245 (A) **Appointment of Workgroup Members – Board.** Workgroups may be created as  
246 needed by the Chair of the Board of Trustees. Non-Board Workgroup members shall  
247 be approved by the Supreme Court upon the recommendation of the Board.  
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249 (B) **Appointment of Workgroup Members – Standing Committees.** Workgroups may be  
250 created as needed by the Chair of each Standing Committee. Non-Committee  
251 Workgroup members shall be nominated by the respective Standing Committees and  
252 submitted to the Board for approval. Approved Non-Committee Workgroup members  
253 will be forwarded to the Court for final review and approval.  
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256 **Article VI**  
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258 **Section 1. Effective Date.**  
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260 These Bylaws were adopted by the Supreme Court of the Illinois, and effective,  
261 September 2016 Term of Court.  
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263 Revised and approved May 2017 Term by the Supreme Court of Illnios.  
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265 **Comments.**  
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267 6.20.17 with revisions approved May 2017 Term of Court