

ACCESS TO JUSTICE COMMISSION COMMITTEE PROTOCOL

FORMATION OF COMMITTEES: Committees, their charters, their chairs and their members are determined, by the Access to Justice Commission and may be changed at any time in its discretion.

PURPOSE: The purpose of all committees is to facilitate the work of the Access to Justice Commission in achieving the purposes set forth in Rule 21.

ROLE: The role of each committee is strictly "advisory." The committees are intended to consider the matters set forth in their charters or otherwise assigned to them by the Commission and in a timely fashion to make recommendations to the Commission for its consideration.

GUIDELINES FOR COMMITTEE MEMBERS: To achieve the common goal of improving access to justice, the members of each committee are expected to actively participate and agree to work together in a spirit of cooperation and trust and commit to the following:

1. Adhere to problem escalation steps when disagreements arise
 - a. Discuss promptly, if unable to resolve
 - b. Meet with committee chair, if unable to resolve
 - c. Meet with Commission chair, if unable to resolve
 - d. In consultation with the Commission Chair, submit matter to Commission with explanation of differing positions and abide by final Commission disposition
2. Communicate clearly, honestly and openly at all times
3. Refrain from using membership on the committee to advance or advocate personal, business, or professional interests or a particular group or program, but focus on the specific mission of the committee's charter and the commission's general purpose.
4. Respect one another and differing points of view and move beyond differences to achieve common ground
5. Resolve issues in a timely and professional manner with immediate attention to critical issues

APPENDIX E

- a. Immediate attention will be expected where the Commission indicates something is a priority
6. Strive to reach decisions through consensus
 - a. Can everyone live with the decision, if not
 - b. Identify concern, continue the discussion, if not
 - c. Submit majority and minority reports to the Commission for its consideration and decision
7. Work together and cooperate as a team. Do not use the committee or the Commission to champion individual ideals or issues
8. Respect the committee's and Commission's processes. Be constructive and positive and do not take disagreements among committee members outside the Commission

THIRD PARTIES

1. All third parties must be treated respectfully
2. All input, inquiries or recommendations from third parties with differing points of view will be reviewed and considered with an open mind, focusing on the common mission of improving access to justice
3. When considering the work and/or input of third parties including individuals, groups and organizations, the focus should be positive and remain focused on the strengths and/or benefits the individual, group or organization may bring to the work of the Commission
4. Any responses to requests for information by outside third parties (including but not limited to individuals, organizations and/or the media), regarding the work of an individual committee and/or the Commission should be reviewed and approved first by the Commission.
 - a. Requests should be directed to the Commission Chair
5. Information and recommendations from third parties may be considered by committees if:
 - a. The information and/or recommendation is in writing and supported by factual and data support

- b. The source is clearly identified
- 6. The source of any information or recommendation from third parties that impacts or is included in recommendations from a committee to the Commission should be clearly identified in the recommendation.
 - a. Clarify whether the information was requested by the committee or provided by the outside source on its own

OPERATING PROCEDURES

1. Gather specific information needed to make decisions
2. Distribute written information electronically in advance
3. Set meeting dates, time and location in advance at times intended to accommodate maximum attendance. Initial meetings may require more time to allow for organizing, brainstorming and strategizing
4. Keep written minutes of each committee meeting and identify who will record and distribute the minutes
 - a. Provide a copy of all minutes to the Commission Chair
5. The Committee Chair shall maintain minutes and all committee-related documents and materials received and collected relating to its mission and projects in a known location
6. Brainstorming
 - a. Create a group memory
 - b. List all ideas before discussing
 - c. Prioritize
7. Interim status reports from the committees to the Commission may be oral, but recommendations to the Commission should be in writing and should be supported by at least a majority of the committee if consensus is not reached (See Guidelines Par. 5)
8. If appropriate, identify costs, potential sources of funding and proposed action steps and timeline for all recommendations submitted to the Commission

9. Committee reports should be couched in terms of constructive and positive action steps and avoid critiques of persons or programs
10. Provide semi-annual reports describing committee goals, work, outcomes and next steps to the Chair of the Annual Report Committee by November 15th and March 16th
11. Create and utilize subcommittees, composed of committee members only, as deemed necessary to advance the work of the committee

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