

Conference of Maryland Court Law Library Directors

Conference Protocols

On September 28, 2015, the Honorable Mary Ellen Barbera, Chief Judge of the Court of Appeals and administrative head of the Judicial Branch, reaffirmed the **Conference of Maryland Court Law Library Directors** (the Conference) charter by Administrative Order (the Order).

Operational Guidelines

Membership. As defined by the Order, the Conference will consist of

- Maryland Circuit Court Law Library Directors
- The Director of the Maryland State Law Library
- The Head of Reference and Outreach of the Maryland State Law Library (formerly the Outreach Services Librarian, as included in the Order) acting as a representative for those libraries without a professional law library director
- The Director of the Department of Access to Justice within the Administrative Office of the Courts, *ex officio*. The *ex officio* member is not eligible to vote at Conference meetings, or to serve as an officer of the Conference.

Officers. The Conference will select a Chair and Vice-Chair every two years. Election will be determined by a vote of Conference members. The Chair and Vice-Chair will each serve two-year terms, beginning on July 1st of the elected year. In the absence of the Chair, the Vice-Chair will act as Chair.

Duties of the Chair and Vice-Chair. The **Chair** will be responsible for representing the Conference; organizing, setting the agenda, and conducting meetings, including conference calls; ensuring that Conference records are properly kept; appointing committees and Conference representatives to other organizations; and performing other duties as necessary.

- The **Chair** will draft an Annual Report for the Conference; this report will be approved during an in-person meeting, where members discuss and approve the report.

- The **Vice-Chair** will be responsible for composing and disseminating Conference minutes and maintaining the Conference's Wiki, which includes adding, organizing, and amending information as needed. The Vice-Chair will also substitute for the Chair when necessary.

Officer Terms. The Conference will select a Chair and Vice-Chair every two years. In the absence of the Chair, the Vice-Chair shall act as the Chair. Vacancies will be filled by a vote of the Conference membership.

Meetings. The Conference will have regular meetings to conduct the business of the Conference and discuss collaborations and standards.

- The Conference will meet a minimum of three times per calendar year. At least one of these meetings will be held in Annapolis. The locations of other meetings will rotate among the members' courthouses.
- The schedule of meetings will be set by January 31 of each year and posted on CourtNet and the Maryland State Law Library website, as required by the 2014 *Protocol for Maryland Committees (Protocol)*. Amendments to the meeting schedule should be posted no fewer than five days before the scheduled meeting date or the revised date, whichever takes place first.
- One or more of these meetings will include a program for managers of all Maryland court law libraries (the "Annual Meeting.").
- Proposed meeting agendas will be sent to members at least thirty days in advance of the meeting, or as soon as practical, and posted on the Conference Wiki, CourtNet and the Maryland State Law Library website.
- Informal teleconference meetings will also be held during the year.
- If a quorum is required for voting purposes, a quorum constitutes, per the Order, of a majority of the authorized members of the Conference.
- Because of the cooperative nature of the Conference's mission, decisions will be made by consensus as often as is practical.
- When a more formal procedure is desired, meetings will follow the applicable guidelines of *The Modern Rules of Order* by Donald A. Tortorice.

Minutes. The minutes will be kept by the Vice-Chair, and are approved according to the “Procedure for Approval of Minutes” posted on the Conference Wiki, within 30 days of the meeting. In addition to sending copies of final minutes to the Chief Judge and State Court Administrator, the Chair will send copies of final minutes to the Chairs of the following Conferences: Circuit Clerks, Circuit Judges, and Court Administrators.

Committees. Committees are not required for Conference action. Instead, members may volunteer for research or other work as required to further Conference education, development, action, recommendation, and other duties in the Order. In the absence of volunteers, the Chair will appoint members for these duties as they arise.

Conference Wiki. The Wiki archives conference proceedings, minutes, agendas, statistics, procedures, standards, and surveys are disseminated on the Wiki, which has instructions for posting and amending posts.

Metrics. Member libraries will keep metrics and share them on the Conference Wiki. Metric categories have been discussed and posted to the Conference Wiki, along with their definitions. These metrics will be shared with the Administrative Office of the Courts and other relevant groups and committees.

Goals and Objectives

The Conference's general goals and objectives are provided in the 2015 Administrative Order, (D) Duties, as follows:

(1) Exchange ideas and views on matters relating to the operation, management, and leadership of the court law libraries including, but not limited to: court law library standards, coordination of collection development and acquisitions, retention and disposal of court law library resources, court law library funding, service to the public, and access to justice through education and the provision of legal information;

(2) Consider and make recommendations to the Chief Judge of the Court of Appeals, the Judicial Council, the Conference of Circuit Judges, the Conference of Circuit Court Clerks, the Conference of Circuit Court Administrators, and the State Court Administrator, regarding legislation and policies affecting Maryland court law libraries;

(3) Provide advice on such other matters as the Chief Judge of the Court of Appeals, the Judicial Council, the Conference of Circuit Judges, the Conference of Circuit Court Clerks, the Conference of Circuit Court Administrators, and the State Court Administrator, may request from time to time;

(4) Consider and make recommendations to the Education Committee of the Judicial Council regarding the professional development of Court Law Library Directors; and

(5) Provide a forum for mentoring new Court Law Library Directors.

The Conference will agree upon a specific strategic plan for the upcoming fiscal year by the last meeting of the previous fiscal year. The approved strategic plan will be posted on the Wiki, CourtNet, and the Maryland State Law Library website by September 1 of the new fiscal year.

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