

# OREGON ASSOCIATION FOR COURT ADMINISTRATION

## BYLAWS

Revised 2019

### ARTICLE I – NAME

Section 1: The name of this organization is the Oregon Association for Court Administration (OACA) hereinafter referred to as the Association.

Section 2: The Association's duration shall be perpetual.

### ARTICLE II – PURPOSE

Section 1: The Association is organized for the following purposes:

- A. To increase the proficiency and professionalism of court personnel;
- B. To improve the administration of court operations;
- C. To promote activities and exchange information relating to the court operations and administration; and
- D. To foster cooperation and understanding between court personnel, judges, the legal community, and others involved with or interested in the judiciary.

Section 2: The Association shall not engage in any regular business or activity of a kind ordinarily conducted for profit and shall maintain legal status as a nonprofit organization.

### ARTICLE III – MEMBERSHIP

Section 1: The Association has four classes of members: Active, Associate, Student and Honorary. The designation and qualifications for each class are as follows:

- A. Active membership is open to any person employed by a state or local court upon application and payment of annual dues.
- B. Associate membership is open to anyone interested in the Oregon Court System and who maintains a supportive role with the courts upon application and payment of dues. Associate members are not eligible for election to Director or Officer positions and are not eligible to receive scholarships.
- C. Student membership is open to anyone qualified who makes application for Student membership and payment of dues. Student membership is open to any individual enrolled in at least six (6) credit hours of classes for three quarters or two semesters of a year in a field of study related to work in the courts. Student members are not eligible for election to Director or Officer Positions, but Committee membership is encouraged. Student members are not eligible to receive scholarships.
- D. The Board of Directors may grant honorary membership to any person who has demonstrated outstanding support to the Association or to the goals of the Association. Honorary members shall not be required to pay annual dues and are not eligible to receive scholarships or other support from the Association. Honorary members (e.g. past presidents) may also be Active members or Associate members by paying the Association's annual dues.
- E. Active membership is eligible to apply for scholarships.

- Section 2: Each member shall be given an inscribed certificate of membership upon initial granting of membership.
- Section 3: Transfer of membership is possible if dues have been paid with public funds and the initial member has terminated employment in the courts. Upon written request by the employer to whom the membership will be transferred. The Board of Directors must approve any transfers of membership.
- Section 4: Resignation of any type of membership requires only a written statement submitted to the President or Membership Vice President of the Association. No refunds for membership dues will be given to a resigning member.
- Section 5: The membership year shall be January 1 through December 31.
- Section 6: Annual dues shall be waived for the Immediate Past President during the membership year immediately following service as President. Upon completing his/her term as Immediate Past President, the person shall be conferred with lifetime honorary membership. Honorary members are encouraged to maintain concurrent Active members.
- Section 7: Any change in the annual dues shall be communicated to the full membership of the association at a conference business meeting and in *The ECHO* before the change shall take effect.
- Section 8: All categories of membership carry rights and responsibilities for participation in the Association. Each member receives full access to the website. Only Active members have the right to vote on Association business at the annual meeting including the election of the Board.
- Section 9: All members abide by the OACA Code of Conduct in Article VIII

#### **ARTICLE IV – BOARD OF DIRECTORS**

- Section 1: Responsibility and authority for general management of the Association is vested in a Board of Directors.
- Section 2: The Board of Directors includes the Officers and four Directors of the Association. All Elected Board members are required to maintain membership as Active members in the Association for the duration of their elected term.
- Section 3: The Officers of the Association shall consist of the positions of: President, Education Vice President, Conference Vice President, Membership Vice President, Information Technology Vice President, ECHO, Resolutions & Bylaws Vice President, Secretary, Treasurer, and Immediate Past President. More than one person may serve in one position at a time, but no person may serve in more than one position at a time.

- Section 4: All officers and directors shall be elected or appointed in accordance with the provisions of these Bylaws. The outgoing President, upon completion of the term of office, shall become the Immediate Past President.
- Section 5: A vacancy in any Board position shall occur upon:
- A. Resignation or incapacity of a Board member;
  - B. Failure of a Board member to maintain Active membership in the Association;
  - C. Determination by the Board of Directors, upon two-thirds (2/3) vote, that a Board member has failed to adequately perform the duties of his/her position; or
  - D. Appointment or succession of a Board member to fill a vacancy in another Board position.
- Section 6: If a vacancy occurs in any Board position except President or Immediate Past President, the Board of Directors shall appoint a qualified Active member to complete the unexpired term. If a vacancy occurs in the position of President, the Education Vice President shall succeed to the presidency and complete the unexpired term. If a temporary vacancy occurs in one of the Vice President positions the Board of Directors shall appoint a qualified Active member to fulfill the duties of that office until the elected person returns. If a vacancy occurs in the position of Immediate Past President, the position shall either remain vacant until next filled in the normal manner or be filled with another Past President through appointment by the Board of Directors.

#### **ARTICLE V – DUTIES OF OFFICERS AND DIRECTORS**

- Section 1: The office of President is the highest office of the Association with the privileges and responsibilities of promoting the mission and goals of the Association. The President shall represent the Association and communicate its interests to other organizations and bodies and perform such duties as may be required to promote and accomplish the purposes of the Association.
- The President shall:
- Preside at the annual meeting of the Association, at any special meetings or conference of the Association, and at all meetings of the Board of Directors;
  - Except as otherwise provided in these Bylaws, appoint the chairperson and members of all standing and special committees;
  - Be an ex-officio member of all committees; and
  - Be signatory on any accounts in financial institutions for the Association and on any contracts or commitments made by the Association or the Board of Directors.
- Section 2: The Education Vice President has primary responsibility for:
- Researching and recommending to the Board conference themes, keynotes and workshop speakers, curriculum design, and organization of the educational program for all conferences;
  - Conducting surveys of the Association members and all Oregon court judges and staff regarding educational needs and preferences;
  - Collecting and analyzing the conference session evaluations to maintain the highest possible quality of educational programs at conferences;

- Organizing and managing the Educational program for all conferences including negotiation with speakers for fees and expenses, recruiting speakers and hosts for all sessions; and
- Working with the Education Committee and other volunteers to recommend applicants for scholarships and all levels of Certification of the Association, and making certain all membership constituencies are served through conference programs.

The Education Vice President shall assist the President and other Vice Presidents in the discharge of Association matters in the absence of the President, shall assume responsibility for the duties of that office. The Education Vice President is the chair of the Education Committee.

Section 3: The Conference Vice President has primary responsibility for:

- Researching and recommending conference dates, facilities, and locations to the Board of Directors;
- Negotiating contracts with hotels or conference facilities for all conferences and educational programs of the Association;
- Organizing and managing the physical logistics of all events of each conference; and
- Working with the Conference Committee and other volunteers to plan banquets, fundraisers, social events, and the audio/visual setup for rooms for educational sessions which are part of the conferences.

The Conference Vice President shall assist the other Vice Presidents in the discharge of Association matters. The Conference Vice President is chair of the Conference Committee and a member of the Education Committee.

Section 4: The Membership Vice President has primary responsibility for:

- Marketing and managing efforts to increase the membership of the Association;
- Maintaining the membership records and statistics of the Association and report on the membership to the Board at the first board meeting immediately following each conference;
- Prepare an updated membership roster for the annual meeting of the Association;
- Organizing and managing the Mentor Program for new members, events for orientation of new members and first time attendees at conferences; and
- Sending membership certificates to new members.

The Membership Vice President shall assist the other Vice Presidents in the discharge of Association matters. The Membership Vice President is the chair of the Membership Committee.

Section 5: The ECHO, Resolutions and Bylaws Vice President have primary responsibility for:

- Editing and managing the production of the Association's newsletter, *The ECHO*;
- Maintaining a high level of quality and accuracy of *The ECHO*; and

- Working with The ECHO, Resolutions and Bylaws Committee in developing and reviewing proposals for resolutions and changes in the bylaws to be brought to the Board of Directors and the Association's membership.

The ECHO, Resolutions and Bylaws Vice President shall assist other Vice Presidents in the discharge of Association matters. The ECHO, Resolutions and Bylaws Vice President is the chair of The ECHO, Resolutions and Bylaws Committee.

Section 6: The Information Technology Vice President has primary responsibility for:

- Updating and maintaining the association website;
- Work with conjunction of treasurer to coordinate online payments;
- Assisting presenters with setup of audio and visual equipment at conferences;
- Maintaining all association audio and visual equipment.

The Information Technology vice President shall assist the other Vice Presidents in the discharge of association matters.

Section 7: The Secretary has primary responsibility for:

- Preparing a record of the proceedings of the annual meeting for publication in *The ECHO*;
- Preparing and sending to all Board members the minutes of all meetings of the Board;
- At the direction of the President or the Board of Directors, preparing and sending correspondence on behalf of the Association;
- Receiving all applications for association scholarships, determining initial qualification of applicants, and submitting them to the Board of Directors for determination of funding recommendation to the board;
- Maintaining all official records of the Association except for financial and membership records; and
- Otherwise assisting other Board members in the discharge of their duties.

Section 8: The Treasurer has primary responsibility for:

- Maintaining the financial records of the Association;
- Preparing and presenting to the Board a comprehensive, annual financial statement by April 1 of each calendar year;
- Serving as chairperson of the Finance Committee;
- Reporting on the current financial status of the Association at each meeting of the Board of Directors and to the membership at the annual meeting;
- Depositing funds in such financial institutions as are designated by the Board of Directors in an account under the name of the Association;
- Withdrawing account funds, execute checks or other drafts and disburse monies in support of official association business or activities in accordance with the provisions of these bylaws; and
- Assisting other Board members in the discharge of their duties.

Section 9: Directors. All Directors are elected at large from the membership of the Association. The Directors shall serve as members of the Education Committee and shall be responsible for assessing the Association's educational needs and developing and coordinating the educational goals, plans and programs of the Association. In support of these activities, the Directors shall be responsible for

conducting membership surveys and evaluating educational presentations at the annual and other meetings or conferences. At the direction of the President or Board of Directors, the Directors shall perform other duties in furtherance of Association purposes and assist other Board members in the discharge of their duties.

One Director shall be designated Director of Certification by the President and assigned the tasks of administering the Association's Certification Program including recommending persons to the Educations Committee for Certification at a specific level.

Section 10: The Immediate Past President shall participate as a full member of the Board of Directors and especially shall be responsible for providing advice and counsel to The President and other Board members based on knowledge and experience acquired from previous service in the Association. The Immediate Past President has responsibility for working with and annually appointed Nominations Committee to develop and present a slate of candidates for all open positions in the Association at each annual election.

Section 11: The Board of Directors may delegate certain duties of the Secretary, the Treasurer of the Conference Vice President to a Secretariat position appointed by the Board.

Section 12: The Board of Directors may enter into contracts for services for specialized technical services for compensation. (e.g., Web site development and maintenance, auditing, marketing, legal or financial advice, etc.) The Board must approve any such contracts. All contracts shall be in writing, signed by the contractor, and monitored monthly by the president or their board approved designee.

## **ARTICLE VI – COMMITTEES**

Section 1: In addition to the Board of Directors, there shall be seven standing committees of the Association: Education; Conference: Membership; ECHO, Resolution, and By Laws; Finance: Web site; and Nominations.

Section 2: The Education Committee Shall Assess the educational needs of the membership and develop and coordinate the educational goals, plans and programs of the Association. This includes responsibility for:

- Developing the educational program for annual meetings and such other meetings and conferences as may be held,
- Providing a balanced educational program for each conference consistent with the categories of the Association's Certification program to enable members to achieve certification in a reasonable time;
- Acting as clearinghouse for information about educational opportunities and court operations,
- Providing educational articles for the Association newsletter,
- Recommending funding plans for educational programs,
- Developing a long-range educational plan for the Association,

- Managing the OACA Scholarship Programs, including selection of scholarship recipients, and,
- Work with the Director of Certification to approve recommended levels of Certification for which applicants are qualified for eventual approval by the Board; and
- Assist the Education Vice President in performing duties assigned.

The Education Vice President shall chair the Education Committee. The Education Committee includes all officers of the Association, the elected and appointed Directors, and any Active member also may be appointed to the Committee. Members of the Board of OACA may not receive a Peter Kiefer Scholarship. All members of the Board and the Education Committee may not vote on their own level of Certification while serving on the Committee.

Section 3: The Conference Committee shall assist the Conference Vice President in performing duties assigned. This includes planning and carrying out the activities of the annual meeting and such other Association meetings or conferences as may be required. Also includes responsibility for facility and travel arrangements, publicity, fundraising and conference operation. The Conference Vice President shall chair the Conference committee and any Active member may be appointed to the committee.

Section 4: The Membership Committee shall assist the Membership Vice President in performing duties assigned. This includes developing and implementing programs and activities to attract new members to the Association and influence existing members to retain membership. Also includes responsibility for conducting membership drives, developing information material on the benefits of membership, developing informational material on the organization and functions of the Association and providing related material for publication in the Association newsletter. The Membership Vice President shall chair the Membership Committee and any Active member may be appointed to the Committee.

Section: 5 The ECHO, Resolutions, and By Laws Committee shall assist the ECHO, Resolutions and By Laws Vice President in performing duties assigned. This includes receiving, reviewing and making recommendations regarding proposed resolutions and amendments to the By Laws. Also includes responsibility for ensuring that proposed resolutions and By Laws amendments are clear, accurate and in proper form. The Committee, at the direction of the President or the Board of Directors or on its own initiative, also may develop recommendations for proposed Resolutions of By Laws amendments. The ECHO, Resolutions, and By Laws Vice President shall chair the ECHO, Resolutions, and By Laws Committee and any Active member may be appointed to the Committee.

Section 6: The Finance Committee shall assist the Treasurer in performing duties assigned. This includes review of the financial status of the Association and developing plans and programs to maintain or improve its financial stability. Also includes responsibility for budget preparation and auditing, analysis of membership dues and financial projections. The Treasurer shall chair the Finance Committee and any Active member may be appointed to the Committee.

- Section 7: The Information Technology Committee shall monitor and recommend modifications of the association's website to the Information Technology VP. The IT VP will chair the Committee. The responsibilities of the Committee include making certain the content of the website is accurate and current; the website contains links to court related administration websites, and provides sufficient information about the Association members
- Section 8: The Nominating Committee shall receive nominations for officers and directors and shall present those nominations at the annual meeting of the Association. This includes responsibility for soliciting the interest of qualified members, reviewing the membership status of nominees and developing ballots for election. The Immediate Past President shall chair the Nominating Committee. Any Active member may be appointed to the Committee, but may be nominated from the floor of an annual business meeting.
- Section 9: The President may, with approval of the Board of Directors, establish such special committees as may be appropriate to carry out the purposes of the Association. Special committees automatically terminate at the conclusion of each annual meeting unless re-established by the President.

#### **ARTICLE VII – MEETINGS**

- Section 1: An annual meeting of the Association shall be held at a time and place designated by the Board of Directors. The election of officers and directors, consideration of resolutions and proposed amendments to these Bylaws and other matters of the Association business shall be conducting during a business session at the annual meeting.
- Section 2: Notice of the annual meeting, together with details of time, place, costs, program agenda and any special items of business, shall be provided to the membership in *The ECHO* and on the Association's website at least 30 days prior to the annual meeting.
- Section 3: The Board of Directors may authorize such other conferences, workshops, and special meetings of the Association, as it deems appropriate. Notice of such activities shall be provided to the membership at least 30 days in advance, except that such notice may be waived by the Board of Directors in emergency situations upon two-thirds (2/3) votes. A special meeting of the Association shall be held upon petition by a simple majority of Active members as listed on the most recent membership roster.
- Section 4: The Board of Directors shall hold at least three business meetings annually. The Board of Directors may hold such additional meetings as may be necessary, upon call of the President or a majority of the Board members. Board members shall be counted present and vote if attending remotely.
- Section 5: Committees shall meet upon the call of the chairperson, upon requested of a majority of the committee members, at the direction of the President, and as otherwise provided in these Bylaws.



## **ARTICLE VIII – CONDUCT OF BUSINESS**

- Section 1: The business of the Association shall be conducted by the Active members in attendance at the annual business meeting or other meeting convened for the purpose of transacting business. Between annual meetings, the Board of Directors shall conduct the business of the Association in accordance with the provisions of these Bylaws.
- Section 2: Only Active members shall have one vote, except as otherwise provided in these Bylaws. There shall be no voting by proxy or absentee ballot in either Board meetings or business meetings of the Association. When necessary, Board meetings, including voting on motions appropriately made, may be conducted by conference calls or email.
- Section 3: The Active members attending the business session of the annual meeting or other meeting convened for the transaction of business shall constitute a quorum. A majority of the Board of Directors shall constitute a quorum of the transaction of business by the Board.
- Section 4: Except as otherwise provided in these Bylaws and subject to quorum requirements, transaction of business shall be by simple majority vote of those eligible Active members present and voting. Any action that could be taken at a meeting of the Board of Directors may be taken by the Board without a meeting through telephone or written correspondence, subject also to quorum and other voting requirements.
- Section 5: The Board of Directors shall annually designate the location of the Association's official Post Office Box.
- Section 6: Parliamentary authority for the Association shall be Robert's Rules of Order (revised) latest edition, insofar as such rules of order do not conflict with these Bylaws or special rules of order adopted by the Association or the Board of Directors. The Board may appoint a parliamentarian to provide counsel or rulings on questions of parliamentary procedure or application of these Bylaws.

## **ARTICLE IX – FINANCIAL**

- Section 1: The fiscal year of the Association shall be January 1 through December 31.
- Section 2: There shall be annual dues for Active members in an amount set by the Board of Directors.
- Section 3: Annual dues are payable on or before January 1. Any Active member who have not paid current annual dues by February 1, shall be dropped from the membership until dues are paid. Dues paid in connection with a conference registration or at any other time shall be applied to the current membership year.
- Section 4: Withdrawal or transfer of Association funds deposited in financial institutions shall require approval by the Board of Directors and will be executed by the Treasurer.

Execution of checks or drafts and other disbursements of funds in support of normal Association business or activities require the signature of two officers. Reimbursement requests must be accompanied by appropriate documentation.

Section 5: The Board of Directors may establish registration fees or other charges for annual meetings, special meetings, conferences, workshops, and other Association activities. The Board also may enter into contractual relations in the name of the Association in support of Association business or activities.

#### **ARTICLE X – QUALIFICATIONS FOR PRESIDENT**

Section 1: In order to qualify for the position of President, the individual must be a current, active member of OACA, have held the position of Director for a minimum period of one year, and held a position as Officer for a minimum of two years.

#### **ARTICLE XI – NOMINATIONS AND ELECTIONS**

Section 1: Except as provided otherwise in these Bylaws, any Active member may nominate themselves or another Active members for any Board position except Immediate Past President.

Section 2: Nominations must be submitted in writing to any member of the Nominating Committee or the President no later than 30 days prior to the annual meeting, except that the Nominating Committee may make nominations on its own initiative at any time prior to the annual meeting. The President shall refer to any nominations received to the Nominating Committee.

Section 3: Prior to the annual meeting the Nominating Committee shall consider all nominations properly submitted, confirm the willingness of nominees to serve if elected, and present such nominations to the membership at the business session of the annual meeting.

Section 4: Following presentation of nominees from the Nominating Committee, additional nominations, with the consent of the nominee(s), may be made from the floor by an Active member. Any nominee may withdraw from consideration at any time prior to the election. A person may be nominated for only one Board position.

Section 5: Upon closing nominations, an election for each office and Directors shall be held. Voting shall be by written ballot. The President may appoint a balloting committee to assist in the general conduct of the election, including distribution, collection, counting, and verification of ballots.

Section 6: Each Active member present during the election may vote for a maximum of one nominee for each office and four nominees for the positions of Director. Officers shall be elected by receiving a majority of the votes cast for their respective election. The five nominees for Director receiving the highest number of votes cast for their respective election. The election results shall be announced during the annual meeting at a time determined by the outgoing President.

Section 7: All elected officers and Directors, along with the Immediate Past President, shall take office at the first board meeting following the fall conference at which they are elected or succeed, and shall serve until the first board meeting at which their successors are elected or succeed, except as otherwise provided in these Bylaws. The term of office of all Directors shall be one (1) annual cycle.

The term of Office for all Officers shall be 2 annual cycles as follows:

- The term of the office of President shall be for two (2) annual cycles, with the election occurring at the business meeting held in each odd-numbered year.
- The term of the office of Conference Vice President shall be for two (2) annual cycles, with the election occurring at the annual business meeting held in each odd-numbered year.
- The term of the office of Education Vice President shall be for two (2) annual cycles, with the election occurring at the annual business meeting held in each odd-numbered year.
- The term of the office of Information Technology Vice President shall be for two (2) annual cycles, with the election occurring at the annual business meeting held in each odd-numbered year.
- The term of the office of Echo, Resolutions & BYLAWS Vice President shall be for two (2) annual cycles, with the election occurring at the annual business meeting held in each even-numbered year.
- The term of the office of Secretary shall be for two (2) annual cycles, with the election occurring at the annual business meeting held in each even-numbered year.
- The term of the office of Treasurer shall be for two (2) annual cycles, with the election occurring at the annual business meeting held in each odd-numbered year.
- The term of the office of Membership Vice President shall be for two (2) annual cycles, with the election occurring at the annual business meeting held in each even-numbered year.

## **ARTICLE XII – RESOLUTIONS**

Section 1: Resolutions regarding Association policies, activities or operations not otherwise provided for in these Bylaws may be submitted by any Active member or the Board of Directors. Standing or special committees may make recommendations to the Board of Directors for resolutions to be submitted by the Board.

Section 2: Resolutions must be submitted in writing to any member of the ECHO, Resolutions, and By Laws Committee or the President no later than thirty (30) days prior to the annual meeting. The President shall refer any resolutions received to the ECHO, Resolutions, and By Laws Committee.

Section 3: Prior to the annual meeting, the ECHO, Resolutions and By Laws Committee shall review all resolutions properly submitted and make such recommendations about each resolution, as it deems appropriate. The Committee also may make

such technical, non-substantive changes to resolutions as its finds necessary for clarity, accuracy and completeness.

- Section 4: Resolutions not submitted within the thirty (30) day requirement may be presented to the Board of Directors at the Board meeting immediately preceding the annual meeting. The Board may modify such late resolutions in any fashion and may submit them, together with its recommendations, for consideration at the annual meeting.
- Section 5: The chairperson of the ECHO, Resolutions, and By Laws committee shall present each resolution, including any late resolutions submitted by the Board of Directors, for consideration by the Active members in attendance at the business session of the annual meeting. The chairperson also shall present any recommendations regarding each resolution made by the ECHO, Resolutions, and By Laws Committee or the Board of Directors.
- Section 6: Regardless of any recommendations made by the ECHO, Resolutions, and By Laws Committee or the Board of Directors, each resolution presented is an automatic motion to adopt the resolution. After presentation, resolutions may be amended in any fashion upon proper motion. Resolutions, which are adopted, shall become effective upon conclusion of the annual meeting unless specifically provided otherwise in the resolution.
- Sections 7: Nothing in this Article prevents any Active member from presenting an item of business from the floor at the business session of the annual meeting.

### **ARTICLE XIII – AMENDMENT OF BYLAWS**

- Section 1. Proposed amendments to these bylaws should be submitted and considered in accordance with the provisions of Article XI – Resolutions, except as otherwise provided in this article.
- Section 2. Amendment of these bylaws requires approval by two-thirds (2/3) of those Active members present and voting at the business session of the annual meeting. Bylaws amendments become effective upon conclusion of the annual meeting unless specifically provided otherwise prior to adoption.

### **ARTICLE XIV – OACA CODE OF CONDUCT**

The Oregon Association for Court Administration (OACA) recognizes the importance of ethical conduct by its members in the administration of justice. OACA members hold positions of public trust and are committed to the highest standards of conduct. OACA members observe these standards of conduct to preserve the integrity and independence of the judiciary. The OACA Code embodies our dedication to upholding and increasing the public's confidence in the judicial branch of government, and also reflects our commitment to promoting integrity within our association and profession. OACA's members subscribe to the following Code of Conduct.

## **I. Abuse of Position and Conflict of Interest**

- A. Members shall not use or attempt to use their official positions to secure unwarranted privileges or exemptions for that member or any other person.
- B. Members shall not accept, agree to accept, dispense, or solicit any gift or favor based upon an understanding that the official actions of the member would be influenced thereby.
- C. Members shall act so that they are not unduly affected or appear to be affected by kinship, position, or influence of any party or person.
- D. Members shall not request or accept any compensation or fee beyond that received from their employer for work done in the course of their public employment. However, members may engage in outside employment as long as it does not conflict with the performance of their official responsibilities or violate this code.
- E. Members shall use the resources, property, and funds under their control judiciously and solely in accordance with prescribed legal procedures.
- F. Members shall avoid conflicts of interest, or the appearance of conflicts, in the performance of their official duties.

## **II. Confidentiality**

- A. Members shall not disclose to any unauthorized person confidential information.
- B. Members shall not give legal advice unless specifically required to do so as part of their official position.

## **III. Political Activity**

- A. Members are free to participate in political campaigns/organizations during nonworking hours if such activity does not use, or appear to use, the member's official position or court in connection with such activities.
- B. Members who obtain their official positions by means of election are exempted from the provisions above to the extent that the member is known as the incumbent while seeking reelection and may cite appropriate judicial branch experience while campaigning.

## **IV. Performance of Duties**

- A. Members should carry out their responsibilities to the public in a timely, impartial, diligent, and courteous manner, strictly adhering to the principles embodied in this code.
- B. Members shall not discriminate on the basis of, nor manifest by words or conduct, a bias or prejudice based upon race, color, religion, national origin, gender, or other groups protected by law, in the conduct of service to the court and public.
- C. Members shall enforce or otherwise carry out any properly issued rule or order of court and shall not exceed that authority except to perform other duties of their positions.
- D. Members shall promote ethical conduct as prescribed by this code and report any improper conduct by any persons to appropriate authorities.

- E. Members shall support and protect the independence of the judicial branch of government. Members shall also protect the public's interest and justice for all persons.
- F. Members shall uphold the Constitution, laws, and legal regulations of the United States and all other governments they serve and never be a party to their evasion.
- G. Members shall promote the growth and development of professional court management by improving their work skills and supporting research and development in the field.
- H. Members shall avoid any activity that would reflect adversely on their position or court.
- I. Members shall immediately report to appropriate authorities any attempt to induce them to violate these standards.

#### **ARTICLE XV – DISSOLUTION**

The association shall use its funds only to accomplish the objectives and purposes specified in the bylaws, and no part of said funds shall inure, or be distributed, to the members of the association. On dissolution of the association, any funds remaining shall be distributed to one or more regularly organized and qualified charitable, educational, scientific or philanthropic organizations to be selected by the Board of Directors.

\*This Code of Conduct is a modification of the National Association for Court Management's Code of Conduct.

OACA BYLAWS  
(10/19)