



District and Municipal Court Management Association Annual Business Meeting Agenda

Tuesday, May 20th, 2025 - 12:00 PM

Suncadia Resort
Cle Elum, Washington

AGENDA

Item	Agenda Item	
1.	Call to Order	Frankie Peters, President
2.	Pledge of Allegiance	Frankie Peters, President
3.	Welcome and Introductions	Frankie Peters, President
4.	Adoption of Agenda	Frankie Peters, President
5.	Approval of Annual Business Meeting Minutes	Candace Enders, Secretary
6.	Approval of Treasurer's Report	Juanita Sifuentes, Treasurer
7.	Standing Committee Reports	Frankie Peters, President
8.	Special Acknowledgments	Frankie Peters, President
9.	Awards	Melissa Patrick, Awards Brian Gleason, Awards Frankie Peters, President
10.	Certification of Regional Directors	Frankie Peters, President
11.	Election and Installation of Officers	Frankie Peters, President Judge Chancey Crowell
12.	New President	Frankie Peters, President Judge Chancey Crowell Mary Beth Phillips, Pres-Elect
13.	New Business Old Business	Frankie Peters, Past President
14.	Adjourn	Frankie Peters, Past President

PLEDGE OF ALLEGIANCE INFORMATION

"I pledge allegiance to the Flag of the United States of America,

and to the Republic for which it stands,

one Nation under God,

indivisible,

with liberty and justice for all.

"—should be rendered by standing at attention facing the flag with the right hand over the heart. When not in uniform men should remove any non-religious headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Persons in uniform should remain silent, face the flag, and render the military salute. Members of the Armed Forces not in uniform and veterans may render the military salute in the manner provided for persons in uniform.

Judge Chancey Crowell



OATH OF ELECTED OFFICE

I do solemnly swear or affirm that I will faithfully and impartially perform and discharge the duties of the Office to which I have been elected and or appointed. To the best of my ability, I will follow the Bylaws and Policies of the District and Municipal Court Management Association.

DISTRICT AND MUNICIPAL COURT MANAGEMENT ASSOCIATION

May 21st, 2024
Annual Business Meeting Minutes

Officers Present:

- | | |
|------------------------------------|-----------------------------------|
| 1. LaTricia Kinlow, President | 4. Ellen Attebery, Past President |
| 2. Frankie Peters, President Elect | 5. Juanita Sifuentes, Treasurer |
| 3. Therese Murphy, Vice President | 6. Candace Enders, Secretary |

Call to Order: 12:10 p.m. the meeting was called to order by President LaTricia Kinlow.

Welcome and Introductions: President Trish Kinlow welcomes all members present and special guest, Judge Brett Buckley – Thurston County District Court. Trish recognizes past presidents: 2005-2006 – Margaret Yetter; 2007-2008 – Suzanne Elsner; 2018-2019 - Margaret Yetter; 2021-2022 – Kris Thompson; 2022-2023 – Ellen Attebery.

Approval of the Agenda: After no changes, Ellen Attebery moves to approve the agenda. Howard Delaney seconds the motion. Agenda approved.

Approval of 2023 Minutes: Minutes from the May 9th, 2023, Annual Business meeting were submitted by Secretary Maryam Olson. Therese Murphy makes a motion to approve the minutes, Patsy Robinson seconds the motion. Meeting minutes are approved.

Treasurer Report: Treasurer's report submitted by Juanita Sifuentes. Mary Beth Phillips motions to approve the treasurers report; Suzanne Elsner seconds the motion. Treasurer report is approved.

Standing Committees

Standing Committee reports were submitted in the conference packet.

Trish gives a big thanks to all of the courts that have assisted with Courts Helping Courts.

Misty Robison from the DEI Committee encourages anyone who is interested in joining the committee to please do. Trish notes anyone who is interested in joining a standing committee can find more information on the DMCMA website.

Frankie Peters provided a copy of the bylaws. Margaret Yetter makes a motion to approve the new drafted bylaws; Misty Robison seconds the motion. Bylaws approved.

Special Acknowledgments: Trish thanks all standing committee chairs and co-chair and Regional Directors.

Trish thanks Executive Officers: Past President – Ellen Attebery; Vice President – Therese Murphy; Treasurer – Juanita Sifuentes; Secretary – Candace Enders; President Elect – Frankie Peters.

Trish recognizes those members who have completed the CCM/CCE program.

Kanani Johnson, now an honorary DMCMA member, presents the awards for members by their peers:

Most Valuable Court Contributor – Paulette Revoir
Coach/Mentor of the Year – Kristi Schorn & Suzanne Elsner
Early Career Excellence – MiHa Kapaki
Champion of Change – Ellen Attebery
Distinguished Service – Bonnie Woodrow
Lifetime Achievement – Trish Kinlow

President's Award: Trish Kinlow recognizes Mary Beth Phillips and Amy Knutsen as the recipients of the President's Award.

Election of Officers: Trish Kinlow announces candidates for each position and requests any nominations from the floor. No contested elections this year, based on bylaws, will call for unanimous vote.

Secretary: Candace Enders from Kent Municipal Court nominated. After hearing no further nominations from the floor, Valerie Marino makes a motion to close, and a unanimous vote be cast for Candace Enders for Secretary. Margaret Yetter seconded motion. The motion is carried.

Treasurer: Juanita Sifuentes from Yakima County District Court nominated. After hearing no further nominations from the floor, MiHa Kapaki makes a motion to close, and a unanimous vote be cast for Juanita Sifuentes for Treasurer. Uneek Maylor seconded motion. The motion is carried.

Vice President: Mary Beth Phillips from East Wenatchee Municipal Court nominated. After hearing no further nominations from the floor Brian Gleason makes a motion to close, and a unanimous vote be cast for Mary Beth Phillips for Vice President. Kris Thompson seconded motion. The motion is carried.

President Elect: Therese Murphy from Yakima County District Court nominated. After hearing no further nominations from the floor, Sonia Ramirez makes a motion to close, and a unanimous vote be cast for Therese Murphy for President Elect. Patsy Robinson seconded motion. The motion is carried.

President: Frankie Peters from Thurston County District Court who served as President Elect this year will automatically advance to the office of President for the 2024-2025 term.

Installation of the Officers: Judge Buckley administers the Oath of Office to newly elected officers and regional directors present.

Outgoing President Presentation: Ellen Attebery presents Trish Kinlow with an award for her dedicated service as the president of DMCMA.

Introduction of New President: Trish Kinlow recognizes the accomplishments of 2023-2024 and the challenges to come. Trish passes the gavel to incoming President, Frankie Peters.

Judge Brett Buckley introduces, makes special remarks, and congratulates President Frankie Peters.

Frankie Peters accepts his position as DMCMA President, addresses members and gives his remarks.

New/Old Business:

None to report.

Trish Kinlow adjourns the meeting – 1:16 p.m.

Respectfully Submitted,
Candace Enders
2023-2024 DMCMA Secretary

DRAFT

2025 ANNUAL REPORT

TREASURER
REPORT

JUANITA
SIFUENTES



Committee Report:
Submitted By:
Date Submitted

Treasurer Report
Juanita Sifuentes
05/05/25

Report Narrative:

The Budget vs Actual report dated May 5, 2025, is attached for Board approval. The check register balance as of May 5, 2025, is \$106,627.43.

Respectfully submitted,

Treasurer Contact: Name: Juanita Sifuentes
E-Mail: Juanita.sifuentes@co.yakima.wa.us
Phone: (509)312-1569

District and Municipal Court Management Association

Budget vs. Actuals

July 2024 - June 2025

	Actual	Budget	% of Budget
Income			
Conference (deleted)	220.00	0.00	
Total Conference (deleted)	\$ 220.00	\$ 0.00	
Membership Dues	54,439.94	57,000.00	95.51%
Total Income	\$ 54,659.94	\$ 57,000.00	95.89%
Expenses			
Conference	0.00	0.00	
CTC/eCourt	0.00	3,200.00	0.00%
NACM Annual	1,828.71	4,500.00	40.64%
NACM Mid-Year	0.00	2,000.00	0.00%
Total Conference	\$ 1,828.71	\$ 9,700.00	18.85%
Education	0.00	0.00	
Education - Annual Conference	9,401.72	7,000.00	134.31%
Education - DEI Training	3,274.00	15,000.00	21.83%
Education - Retreat	0.00	500.00	0.00%
Total Education	\$ 12,675.72	\$ 22,500.00	56.34%
General Expenses	0.00	0.00	
Awards	649.01	1,100.00	59.00%
Board Meeting	47.69	1,400.00	3.41%
Flowers & Cards	102.43	600.00	17.07%
Miscellaneous (deleted)	0.00	500.00	0.00%
President	1,118.36	200.00	559.18%
Scholarships	990.00	1,000.00	99.00%
Technology	948.99	0.00	
Technology (deleted)	3,517.20	5,000.00	70.34%
Total General Expenses	\$ 7,373.68	\$ 9,800.00	75.24%
Liability Insurance (deleted)	1,453.14	1,500.00	96.88%
Membership Committee (deleted)	0.00	100.00	0.00%
CLJ Summit	0.00	3,500.00	0.00%
Courts Helping Courts	0.00	2,000.00	0.00%
Total Outreach	\$ 0.00	\$ 5,500.00	0.00%
Travel Expenses	3,103.85	3,100.00	100.12%
Treasurer	2,578.32	4,800.00	53.72%
Bank Service Charges	0.00	0.00	
Total Treasurer	\$ 2,578.32	\$ 4,800.00	53.72%
Total Expenses	\$ 29,013.42	\$ 57,000.00	50.90%
Net Income	\$ 25,646.52	\$ 0.00	

Monday, May 05, 2025

District and Municipal Court Management Association Budget name:

Period: FY 2026 (Jul 2025 - Jun 2026)



Accounts	Budget totals
Membership Dues	\$65000.00
Total Uncategorized Income	\$0.00
Total Income	\$65000.00
CTC/eCourt	\$3200.00
NACM Annual	\$5800.00
NACM Mid-Year	\$3600.00
Total Conference	\$12600.00
Education - Annual Conference	\$5500.00
Education - DEI Training	\$2000.00
Education - Retreat	\$500.00
Education - Staff Conference	\$20000.00
Total Education	\$28000.00
Awards	\$1100.00
Flowers & Cards	\$600.00
President	\$500.00
Scholarships	\$5000.00
Board Meeting	\$1400.00
Technology	\$5000.00
Total General Expenses	\$13600.00
CLJ Summit	\$1500.00
Courts Helping Courts	\$2000.00
Highways to Hedges	\$700.00
Total Outreach	\$4200.00
Treasurer	\$4500.00
Liability Insurance	\$1600.00
Total Treasurer	\$6100.00
Total Expense	\$64500.00
Miscellaneous	\$500.00
Total Other Expense	\$500.00
Total Net Income	\$0.00

DMCMA

Expense Cost Category List

Category	Sub-Category	Description
Awards		Annual Awards (6 voted awards)
Board Meeting Expenses		Meals, Travel reimbursement
Conference		Registration, airfare, lodging, parking, per diem, transportation, baggage, incidentals
	NACM Annual (July)	President and an Education Co-Chair
	NACM Mid-Year (February)	Vice-President and an Education Co-Chair
	Court Technology Conference (September)/eCourt Conference (December)	Technology Chair
Education		
	Academy	Costs incurred (speakers, meals, lodging, travel, swag, etc.)
	Annual Conference	Costs incurred (speakers, meals, lodging, travel, swag, etc.)
	DEI training	Speaker, meals, travel reimbursement
	Regionals	Costs incurred (speakers, meals, lodging, travel, etc.)
	Retreat	Meals, travel reimbursement
	Staff Conference	Costs incurred (speakers, meals, lodging, travel, etc.)
President Expense		President's Awards & gifts
Technology		Microsoft Accounts, Website Management, JOT forms, Siteturn
Treasurer Expense		Quickbooks, Audit, Bank Expenses,
Outreach		
	Better Together CLJ Summit	Meals, Travel
	Court Helping Court	Travel, expenses
	Highways to Hedges	President and Incoming President - Travel reimbursement, parking, transportation, meals
Miscellaneous		Doesn't fit into ANY category

2025 Annual Report



Technology

*Ellen Attebery Chair
Andy McSeveney Co-Chair*

Ellen Attebery Puyallup & Milton Municipal
EAttebery@PuyallupWA.Gov

Chair

Andrew McSeveney Renton Municipal
AMcSeveney@KentWA.Gov

Co-Chair

DMCMA Webpage Development Workgroup
Ellen Attebery
Andy McSeveney

DMCMA Social Media Subcommittee
Vacant
Vacant

Chair & Co-Chair Serve as AOC ITG Endorsing Group & BIT Workgroup Members

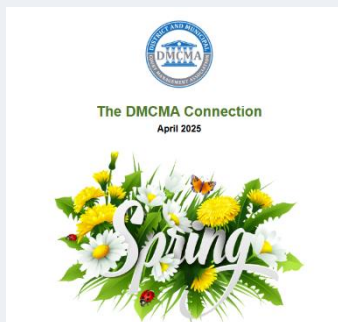
Website management:



- Adding Documents
- Managing Members
- Adding events to calendar
- Emergency management-information sharing
- Updating Regional Calendar
-



DMCMA Connection



List of current/past forms drafted/managed:

1. Membership Application
2. Membership Application – check pymt
3. Member Application – CC pymt
4. ARLJ 14 Designee Appointment
5. ARLJ 14 CAE
6. Award nomination
7. Award voting
8. Summit registration
9. NACM attendee interest
10. Budget Amendment Request
11. Declaration of Interest
12. Tuition Reimbursement
13. Tuition Assistance Application
14. Expense Reimbursement
15. Mileage Reimbursement
16. Travel Expense Credit Card
17. Travel Expense Reimbursement
18. Credit Card Expense
19. Courts Helping Courts
20. Mentoring Program – Mentor
21. Mentoring Program – Mentee
22. Speaker Proposals
23. 2024 Conference Registration
24. Improving Racial Equity Registration
25. Court Admin Academy Registration
26. Summit 2.0 Registration
27. CLJ Staffing Survey
28. Credit Card Policy
29. Credit Card Policy – Temp user
30. Code of Conduct

eCourt Conference
December 9-11, 2024

- Cybersecurity – is your court protected? Do you have an emergency plan in place?
- Your court ready to transition to the new case management system?
- Court Technology Association = CITOC
<https://www.ncsc.org/about-us/associations-and-partners/citoc>

The future of optimization:

- Online Dispute Resolution Systems
- ChatBots
- Digital Documents
- Electronic Search Warrant Systems
- E-filing
- Document storage

“Technology is nothing. What’s important is that you have a faith in people, that they’re basically good and smart, and if you give them tools, they’ll do wonderful things with them.” – Steve Jobs

Long Range Planning



- Develop an Emergency Response Template to a Cyberattack
 - Improve JotForm use/function
 - Succession training
 - Increase Social Media presence

Overview

This long-range plan outlines strategic initiatives for the Technology to develop information and tools to help strengthen a court's resilience to cyberattacks. Additionally, enhancing operational efficiency, ensure leadership continuity, and expand the DMCMA's digital presence.

Phase 1: Cybersecurity Preparedness

Objective: Develop an Emergency Response Template to a Cyberattack

- **Year 1:** Conduct a risk assessment to identify potential cybersecurity vulnerabilities.
- Develop a standardized Emergency Response Template outlining:
 - Incident detection and reporting procedures
 - Immediate response actions
 - Communication protocols for stakeholders
 - Post-attack recovery measures
- **Year 2:** Share how to implement training sessions and simulated drills to ensure staff familiarity with response procedures.
- **Ongoing:** Conduct annual reviews and updates to the response template based on emerging threats.

Phase 2: Operational Efficiency & Digital Transformation

Objective: Improve JotForm Use/Function

- **Year 1:**
 - Conduct a needs assessment to identify inefficiencies in current JotForm usage.
 - Provide targeted training for employees on advanced JotForm functionalities.
 - Develop best practices documentation to ensure consistency in use.
- **Year 2:**
 - Implement an internal audit to evaluate unused forms, improvements and adjust strategies accordingly.

Phase 3: Leadership Development & Continuity

Objective: Succession Training

- **Year 1:**
 - Identify key leadership positions and potential successors.
 - Implement a mentorship and leadership training program.
- **Year 2:** Conduct cross-training to ensure multiple staff members are capable of fulfilling the responsibilities of the Technology Committee.

- **Year 3:** Finalize a formal succession plan and implement ongoing leadership development initiatives.

Phase 4: Digital Outreach & Brand Awareness

Objective: Increase Social Media Presence

- **Year 1:** Develop a social media strategy that aligns with organizational goals.
- **Year 2:** Establish a content calendar and regularly post engaging and informative content.

Conclusion

This long-range plan provides a structured approach to strengthening cybersecurity, improving operational efficiency, ensuring leadership continuity, and enhancing the organization's digital presence. Regular assessments and adaptive strategies will ensure successful implementation and sustained progress.

2025 Annual Report



*Diversity, Equity, and
Inclusion Committee*

*Misty Robison, Chair
Kris Thompson, Co-Chair*

Members

Kris Thompson	Whitman County District	krist@whitmancounty.net
Misty Robison	Pierce County District	misty.robison@piercecountywa.gov

Brian Gleason	Jefferson County District	bgleason@co.jefferson.wa.us
Bryan Farrell	Clark County District	bryan.farrell@clark.wa.gov
Stacy Colberg	Gig Harbor Municipal	scolberg@gigharborwa.gov
Robyn Dunham	Kitsap County District	rdunham@kitsap.gov
Patsy Robinson	Mason County District Court	patsyr@masoncountywa.gov
Darlene Peterson	Bellingham Municipal Court	dlpeterson@cob.org
Diane Dill	Columbia County District	diane_dill@co.columbia.wa.us
Jane Edmonds	Klickitat County District	janee@klickitatcounty.org
Trish Kinlow	Tukwila Municipal	trish.kinlow@tukwilawa.gov
Dae'Janae Anderson	Bellevue Probation	DJAnderson@bellevuewa.gov

Meetings

Third Monday of Every Month, 2:00-3:00

Membership Needs

Committee membership is open to DMCMA members. If you are interested joining the Committee, please contact Misty Robison

Vision

Create an aware, accountable, and inclusive environment to provide an equitable, accessible, and just court for all.

Charge

The DEI Committee shall work in conjunction with the DMCMA Education Committee to strengthen court management by promoting the values of diversity, equity, and inclusion, offering tools and trainings, focusing on accessibility for court users, and reviewing the Association's Bylaws, Policies and Procedures for disparate impact and inequity.

Scope

The scope of the Committee shall be on DMCMA membership, although it is anticipated that their efforts will impact all Washington State court system in its entirety.

Governance

The Diversity, Equity, and Inclusion Committee Co-chairs shall be appointed by the DMCMA President and will serve as members of the Executive Board. The co-chairs will be responsible for leading committee meetings and organizing and assigning the work of the Committee.

The role of the Committee is to make recommendations to the Executive Board for approval. Committee recommendations will be determined by consensus.

References

Washington State Supreme Court Letter to the Judiciary

DMCMA Proclamation Against Racism & Bias

NACM Model Code of Conduct for Court Professionals



What are we working on?

The Diversity, Equity, and Inclusion (DEI) Committee was established in 2022 to focus on advancing DEI efforts within the scope of court administration.

Recognizing that DEI initiatives can be broad in scope, the Committee has intentionally concentrated its efforts on areas that fall directly within the responsibilities of court leadership and operations.

The Committee has completed its **2025–2030 Strategic Plan**, which outlines priorities and objectives across six key strategic focus areas:

1. **Training and Development**
2. **Policy and Procedure Review**
3. **Recruitment and Hiring**
4. **Employee Support and Engagement**
5. **Community Engagement and Accessibility**
6. **Monitoring and Accountability**

The plan includes a mix of initiatives that the Committee will lead and oversee directly, as well as several proposals submitted to the Board that request their collaboration and support. These collaborative efforts are essential to achieving system-wide progress in diversity, equity, and inclusion.

How can you help?

- Join the Committee.
- Share resources with us.
- Tell us what we should be learning about.
- Share recommendations that we can take to the Executive Board.

2025 Annual Report



*Courts Helping Courts:
Committee*

*Dee Morrill, Chair
LaTricia Kinlow, Co-Chair*

Members

- Dee Morrill, Chair
Assistant Court Administrator, Lynnwood Municipal Court
Dmorrill@lynnwoodwa.gov
- LaTricia Kinlow, Co-chair
Court Administrator, CCM, Tukwila Municipal Court
Trish.kinlow@tukwilawa.gov
- Suzie Elsner, Committee Member
Court Administrator, Marysville Municipal Court
Selsner@marysvillewa.gov
- Tracey Smith, Committee Member
Court Manager, King County District Court
Tracey.smith@kingcounty.gov



Meeting cadence:

Ad-hoc; based upon requests for assistance from Association members.

Courts Helping Courts Mission:

The mission of CHC is to utilize our DMCMA network to connect courts for direct service assistance, educational, and mentorship opportunities. CHC strives to offer quick, collaborative (human-centered) solutions to operational challenges with longevity and sustainability in mind.



Committee Role and Responsibilities:

Courts Helping Courts is proud to serve all courts within the DMCMA community and offers consultation and/or assistance for members including:

- Quick coordination of individualized, operational assistance upon request
 - In-court processing/data entry
 - Front Counter assistance
 - Accounting functionality
 - JIS functional training
 - Human-centered leadership coaching/training
 - Advice and referral to other services as appropriate
- Liaison in partnership with DMCMA Regional Directors for Mentor/Mentee matching.
- Ongoing education for the DMCMA community about Courts Helping Courts as a resource.
- Resource and connection point for problem solving and discussion of issues currently faced by courts of limited jurisdiction.
- Committee reports at all DMCMA Board Meetings and Executive Sessions.

Making a Request to Courts Helping Courts:



Please submit a request using this link:

<https://form.jotform.com/dmcma.setup/courts-helping-courts-request>

Once received, Dee Morrill will reach out directly to set up a meeting to discuss a personalized solution for your court.

CHC Thrives Because of YOU!

CHC coordinated working partnerships for many courts this year. If you requested help, thank you for trusting us. If you donated time and resources to help another court, thank you for your generosity!

Thank you to our FABULOUS Regional Directors for being a resource to courts in need. You are appreciated!

BIG Shout Out to this lengthy list of courts who joined forces and made big things happen!



- ✚ Asotin County District Court
- ✚ Bremerton Municipal Court
- ✚ Elma Municipal Court
- ✚ East Wenatchee Municipal Court
- ✚ Grays Harbor County District Court
- ✚ Olympia Municipal Court
- ✚ Selah Municipal Court

- ✚ Shelton Municipal Court
- ✚ Thurston County District Court
- ✚ Tukwila Municipal Court
- ✚ Twisp Municipal Court
- ✚ Upper Kittitas County District Court
- ✚ Wahkiakum County District Court
- ✚ Winthrop Municipal Court

If your court was missed, please accept our apologies, and know we appreciate you

Questions?

Please reach out to Dee Morrill dmorrill@lynnwoodwa.gov or Trish Kinlow trish.kinlow@tukwilawa.gov to learn more about Courts Helping Courts, or to see how we can assist you.



DMCMA Legislative Committee 2025 Report

2025 SESSION RECAP

The 105-day session ended with sine die on April 27, 2025. More than 2000 bills were introduced at the start, and more than 400 bills were passed through this long session. With the most attention turned toward the predicted budget shortfall, only a handful of bills passed forward that will have anything more than minor impacts to courts of limited jurisdiction. As is typical of most legislative session, bills initially are introduced with larger implications, but as they work through the process they are trimmed down after receiving feedback from the public and stakeholders. For example, HB 1174 (regarding court interpreters) initially required the court to provide interpreter services for all court mandated classes. However, as the legislative body was apprised of the large financial impacts this would place on the court system, the language was removed.

And then there are bills that just do not have enough support or steam in the session to go forward but are likely to reemerge in the next session. This year the proposal to reduce the legal alcohol limit to .08 to .05 was again unable to move forward. Still other new ideas did not come to fruition, but the session was an opportunity to gauge interest and understand opposition. For instance, HB 1426 proposed creating a new type of civil protection order that could be used as a preventative measure to restrain individuals from driving a motor vehicle if believed to be a risk to themselves or others while under the influence of alcohol. The bill is likely to return and address the due process concerns that were raised.

Listed below are the bills that have been signed into law and bills that have successfully passed through the legislative session and are sitting on the governor desk awaiting signature.

SIGNED BILLS

HB 1007 – Concerning requisites of notice in small claims actions

- Updates the notice of small claim to state that a failure to appear may result in a default judgement against the defendant.
- Effective Date: 07/27/2025
- [Session Law](#)

HB 1112 – Judge pro tempore/residency

- Removes city residency requirement for judges pro tempore in municipal courts in cities with a population greater than 400,000 inhabitants
- Effective Date: 07/27/2025
- [Session Law](#)

HB 1205 – Prohibiting the knowing distribution of a forged digital likeness

- Expands the conduct that constitutes Criminal Impersonation in the second degree to include when a person:
 - knowingly distributes a forged digital likeness of another person as a genuine visual representation or audio recording with intent to defraud, harass, threaten, or intimidate another or for any other unlawful purpose; and
 - knows or reasonably should know that the forged digital likeness is not genuine
- Criminal Impersonation in the second degree is a gross misdemeanor, punishable by a maximum penalty of 364 days in jail, a \$5,000 fine, or both as determined by the court
- Effective Date: 07/27/2025
- [Session Law](#)

E2SHB 1174 – Concerning court interpreters

- Credentialed interpreters must be appointed in all legal proceedings involving persons with limited English proficiency (LEP), unless good cause is found on the record for appointing a noncredentialed interpreter
- Revises provisions governing credentialing of court interpreters and authorizes AOC to create different credentials and provide guidance
- Requests to waive the right to an interpreter must be made on the record. A waiver does not preclude a LEP individual from exercising their right to an interpreter at a later date
- Courts are required to submit a language access plan (LAP) to AOC every two years. Courts will be allowed to use AOC templates and AOC is required to provide technical assistance
- Revises provisions governing payment of interpreter costs by limiting when a LEP individual is responsible for costs of an interpreter and requiring AOC to reimburse state courts for language access services and ½ the payment of interpreter costs for legal proceedings unless a higher reimbursement rate is established in the omnibus budget
- Effective Date: 07/27/2025
- [Session Law](#)

SHB 1209 – Regulating the transfer of sodium nitrate

- Prohibits the sale or transfer of products containing sodium nitrite in a concentration greater than 10 percent, except to a verified commercial business or institution requiring the use of the products
- Establishes label notice requirements; requires records; creates civil penalties; authorizes causes of action; specifies recoverable fees, costs, and damages; specifies that a violation is also a Consumer Protection Act violation; and names the law Tyler's Law
- A seller or other covered entity that violates the new requirements is subject to a civil penalty of \$10,000 for the first violation, and a civil penalty of no more than \$1 million for a second or subsequent violation
- Effective Date: 04/07/2025
- [Session Law](#)

SHB 1244 – Driver training alternative

- Individuals may complete a safe driving course, approved by the Department of Licensing (DOL), any time after provided notice of pending driver's license suspension for three or more moving violations in a one-year period or four or more moving violations in a two-year period
- DOL required to terminate the 60-day license suspension early upon notification of safe course completion, payment of licensing fees, and applicable requirements related to proof of automobile insurance.
- Effective Date: 04/01/2026
- [Session Law](#)

SHB 1325 – Enforcement options for certain fish and wildlife violations

- Classifies certain hunting, firearms, fishing guide, and hydraulic code violations as natural resource infractions
- Classifies trafficking of a certain amount of seaweed as unlawful trafficking in fish, shellfish, or wildlife in the second degree
- Effective Date: 07/27/2025
- [Session Law](#)

HB 1361 – Updating process service requirements

- Revises service of process requirements for claims against corporations and companies by modifying terms and allowing service on represented entities in accordance with the Washington Uniform Business Organizations Code
- Repeals provisions governing service of process on corporations without an officer in Washington
- Revises service of process requirements for claims against nonresident motorists by reformatting the governing section and modifying provisions that authorize substitute service on the Secretary of State
- Effective Date: 07/27/2025
- [Session Law](#)

SB 5021 – Concerning retention of court exhibits

- The county clerk of the superior court may apply for an order to dispose of exhibits five years after the entry of final judgment, reduced from six years
- Effective Date: 07/27/2025
- [Session Law](#)

ESB 5065 - Prohibiting the use of certain animals in traveling animal acts

- The following animals prohibited from being used in traveling animal acts before live audiences: elephants, bears, nonhuman primates, felines (excluding cats), and hybrids of these species
- Allowing a prohibited animal to perform in traveling animal act is punishable as a gross misdemeanor and is subject to a term of imprisonment in the county jail for up to 364 days or a fine of up to \$5,000, or both as determined by the court
- Effective Date: 07/27/2025
- [Session Law](#)

SB 5074 – Concerning payment of seed contracts

- Establishes standards, terms, and processes for turf seed grass production and purchase contracts
- In any action to recover damages for breach of contract, if the court finds that a party to the contract failed to act in good faith, the court may award the prevailing party court costs and reasonable attorneys' fees
- Effective Date: 07/27/2025
- [Session Law](#)

ESSB 5202 – Civil protection orders

- All superior courts and limited jurisdiction courts must notify a petitioner 90 days before the expiration of a protection order
- A protected person may file a motion to terminate or modify an ex parte temporary protection order without notice to the respondent if the respondent has not yet been served
- Submitted confidential documents accompanying protection order petitions are to be used by courts, law enforcement, and prosecutor's offices to identify parties; serve the respondent; notify victims or protected person; and to fulfill other identification, service, enforcement, and notification requirements
- If a minor, who reaches the age of 18 while a protection order is effect, may petition for a renewal of the order as the petitioner
- If a minor, who reaches the age of 18 and previously was protected by an order, may petition for renewal of the protection order up to one year from the date of the order expiration
- Any full or temporary protection orders issued after 12/31/2025, and any modifications to such orders, must be typewritten except for the signature of the issuing judge or court commissioner
- Expands unlawful possession of a firearm in the first degree to include instances where a person who owns, accesses, and possesses any untraceable or undetectable firearm during any time the person is subject to a protection order, no-contact order, or restraining order issued by a court which meets specified requirements
- Effective Date: 07/27/2025
- [Session Law](#)

BILLS AWAITING GOVERNOR SIGNATURE

E2SHB 1163 – Concerning firearm purchases

- Provides that a dealer may not transfer a firearm to a purchaser or transferee unless the person has a valid permit to purchase firearms, and establishes requirements for the application, issuance, and revocation of permits to purchase firearms
- Requires proof of completion of required firearms safety training in order to obtain a permit to purchase firearms or a concealed pistol license, updates training program components, and requires certification of training programs
- Specifies the circumstances where the transfer of a firearm may be delayed
- Applies application, transfer record, and recordkeeping requirements to all firearms transfers
- Establishes reporting requirements relating to permits to purchase firearms and concealed pistol licenses
- Effective Date:

HB 1219 – Relating to the interbranch advisory committee

- Extends the expiration date for the Interbranch Advisory Committee to January 1, 2031
- Increases the number of members on the Committee from the judicial branch from eight to nine members
- Requires the Administrative Office of the Courts to provide staff support for the committee
- Effective Date:

HB 1293 – Concerning litter

- Littering in an amount less than or equal to 1 cubic foot is raised to a class 2 civil infraction, with a base penalty of \$125. This penalty is in addition to the base penalty of \$93 issued for throwing or dropping material onto state highways
- Effective Date:

2SHB 1359 – Criminal insanity and competency to stand trial

- Establishes a task force to review and make recommended changes to laws related to criminal insanity and competency to stand trial
- Recodifies sections of law relating to criminal insanity and competency to stand trial under topical subject headings
- Effective Date:

E2SHB 1440 – Concerning seizure and forfeiture procedures/reporting

- Establishes a new chapter governing civil asset forfeiture under laws relating to specified criminal activity, and establishes standard procedures and requirements for seizure and forfeiture proceedings
- Amends civil asset forfeiture provisions under the Uniform Controlled Substances Act to conform to requirements under the new civil asset forfeiture chapter
- Provides that the Service Members' Civil Relief Act applies to civil asset forfeiture proceedings
- Effective Date:

SHB 1460 – Concerning protection order hope cards

- Allows for individuals to request for a hope card at the court location at the time a protection order has been entered
- AOC must ensure that information required on Hope cards is provided to each court which includes consistent court codes, data entry, and reporting mechanisms
- Hope cards must be in a scannable electronic format and, if the card issuer has the means and information available, include petition attachments, protections and restraints ordered, and violations of the order
- Removes the requirement of physical description of the respondent and details of the order. Adds the requirement to include any court orders prohibiting access, custody/control, possessing, purchasing, or attempt to purchase firearms, concealed pistols, or other dangerous weapons
- Effective Date:

HB 1573 – Oath of Office timing

- Modifies the time period for when a person elected to local office may take the oath of office, authorizing the oath to be taken between the date of certification of the election and the day before the term of office begins
- Previously was permitted up to 10 days before the scheduled date of assuming office or at the last regular meeting of the governing body of the county, city, town held before the winner assumed office
- Effective Date:

ESHB 1596 – Concerning accountability for persons for speeding

- An intelligent speed assistance (ISA) device is required to limit the operation of a motor vehicle to no more than the speed limit if:
 - If a person receives either an occupational driver's license or a temporary restricted driver's license after having had regular driving license suspended for either accumulation of moving violations (and at least one is for excessive speeding) or for conviction of Reckless Driving
 - During a probationary period following reinstatement of a regular driver's license suspended for reasons above
 - Pursuant to a court order, as a condition of pre-trial release or of post-conviction probation
- A person required to use an ISA device must pay for the costs of installing, removing, and leasing the device, and a additional fee of \$21 per month
- Tampering with or directing another person to tamper with an ISA device is a gross misdemeanor
- Effective Date:

HB 1848 – Regarding traumatic brain injuries

- Increases the traffic infraction fee that is deposited in the Traumatic Brain Injury Account (Account) from \$5 to \$10 per infraction
- Requires that at least 30 percent of the annual expenditure from the Account be used exclusively for in-person support groups for individuals with a traumatic brain injury and their families, programs designed for social integration, peer-to-peer mentoring, and equitable geographic access to programs
- Effective Date:

ESHB 1878 – Improving young driver safety

- Expands driver training education requirements to obtain a driver's license to individuals between the ages of 18 and 21, with staggered implementation between January 1, 2027, and January 1, 2030
- Expires every initial driver's license for a person under the age of 21 on the latter of the driver's license holder's twenty-first birthday or the driver's license holder's second birthdate after driver's license issuance, requiring the driver's license holder to complete a driver training education refresher course before renewal may occur
- Mandates that drivers under the age of 25 with an initial driver's license found to have committed a traffic infraction for a moving violation on two occasions to complete specified courses
- Requires an applicant for an initial driver's license under the age of 25 to pass an online course on work zone and first responder safety until, beginning January 1, 2031, the driver training education course curriculum is required to incorporate this topic
- Requires the Department of Licensing to establish a program to provide vouchers to cover the average cost of driver training education courses for qualifying drivers who reside in low-income households, subject to appropriations
- Raises the fee to obtain a driver's instruction permit by \$10, the driver's license exam fee by \$15, and the license service fee by 25 cents, and restricts use of this revenue to expanding and improving driver's education programs and activities
- Effective Date:

E2SSB 5217 – Expanding pregnancy-related accommodations

- A person who is breastfeeding or expressing breast milk for an infant under 24 months old may request to delay or be excused from jury service if they attest that they are unable to serve for this reason
- Court is required to grant this request
- Effective Date:

E2SSB 5390 – Concerning access to recreation sites or lands

- The cost of a Discover Pass is increased from \$30 to \$45
- A Lifetime Disabled Veteran Pass is added to the list of passes which may be displayed on the front windshield or in a prominent location of a vehicle operating on or parking at any recreation site or lands
- Proof of obtaining a Lifetime Disabled Veteran Pass may be provided as an alternative to obtaining a Discover Pass, for an individual to be eligible for the reduced penalty rate of \$59
- Effective Date:

E2SSB 5651 – Concerning exemptions from garnishment

- The amount of personal property in financial accounts and securities that is automatically protected from execution, attachment, and garnishment in nonbankruptcy proceedings for consumer debt is increased from \$1,000 to \$2,000
- Starting July 1, 2027, the amounts of this personal property exemption are to be adjusted and published every three years by the Department of Revenue
- Effective Date:

SB 5716 – Transit conduct / Ferries

- Expands unlawful transit conduct to apply to the Washington State Ferries stations and vehicles and making violations subject to a misdemeanor crime
- Effective Date:

E2SSB 5745 – Legal representation under the involuntary treatment act

- Appointed counsel services shall be administered by the county where a person is detained under the Involuntary Treatment Act (ITA), either directly or by contracting for that representation
- A county may elect to contract with OPD for appointed counsel services on the county's behalf for individuals being detained in a state facility
- The Health Care Authority (HCA) must notify a county within thirty (30) days of receiving notice that OPD cannot provide appointed counsel. If notification is received the county is required to appoint counsel directly or contract for representation
- Effective Date:

DMCMA LEGISLATIVE COMMITTEE MEMBERS

Patrick Wells (King County District Court) – Committee Chair

Maryam Olson (Olympia Municipal Court) – Committee Co-Chair

Sherri Hansen (Spokane County District Court)

Melissa Gibbs (Chelan County District Court)

Kristina Howard (Shelton Municipal Court)

Special thanks to:

Angie Autry (Administrative Office of the Courts)

Stephanie Oyler (Administrative Office of the Courts)

2025 Annual Report



*Conference and Education
Committee Report*

*Amy Knutsen, Chair
Bryan Farrell, Co-Chair*

Committee Report: Education & Conference

Submitted By: Amy Knutsen

Date Submitted: May 2, 2025

The District and Municipal Court Management Association (DMCMA) successfully held its 2024 Annual Conference at Northern Quest Casino in Airway Heights, Washington. This year's theme, *All In*, focused on dedication, teamwork, and the ongoing professional development of court leaders.

The conference brought together 95 attendees for the Spring Program from across the state for two-half days and two full days of collaboration, and networking. One of the highlights of the conference was the graduation of 18 Academy participants, recognizing their hard work and achievement in advancing their leadership skills.

The conference offered a variety of sessions focused on Budget, Auditing, Implicit Bias and presentation from AOC on the CLJ-CMS that will be rolling out in October 2024. The Academy sessions included Supervisory Ethics and Court Finance, as well as an overview of GR29.

Attendees left feeling energized and inspired to continue their important work within the court system.

2025 Annual Report



*Membership Committee
Report*

*Sherri Hansen, Chair
Kati Dorman, Co-Chair*

Membership Committee

The purpose of the Membership Committee is to maintain an electronic spreadsheet of member information used to confirm eligibility requirements as established by the By-Laws; certify membership status of any nominees for election; and recruit association members.

MEMBERS:

Sherri Hansen Spokane County District Court Chair 2024 shansen@spokanecounty.org

Kati Dorman Airway Heights Municipal Co-Chair 2024 kdorman@cawh.org

Melissa Patrick Des Moines Municipal Awards subcommittee 2024 mpatrick@desmoineswa.gov

Brian Gleason Jefferson County District Awards subcommittee 2024 bgleason@co.jefferson.wa.us

Membership Report

<i>Regular Member \$250</i>	<i>Any person employed by a Court of Limited Jurisdiction as the Chief Executive Officer, Administrator, or Manager is eligible for regular membership upon the payment of annual dues</i>
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Membership 2025

Paid Members 214

Members pending payment of dues 6

all checks are expected w/in the next couple of weeks

Number of Courts represented 122

This represents a 17% increase in membership over 2024.

2025 Annual Report



*Bylaws Committee
Report*

*Therese Murphy, Chair
Mary Beth Phillips, Co-
Chair*



DISTRICT AND MUNICIPAL COURT MANAGEMENT ASSOCIATION BY-LAWS

ARTICLE I

NAME

The name of this organization shall be the District and Municipal Court Management Association. This is a non-profit organization.

ARTICLE II

PURPOSE

The purpose of this Association shall be to:

- Increase court management proficiency and improve court services.
- Encourage the exchange of practical knowledge and information relating to judicial administration.
- Promote and build a quality education and training system with an equitable and inclusive lens.
- Strive for standardization of procedures.
- Coordinate efforts with various Associations to enact or improve laws affecting courts.

ARTICLE III

MEMBERS AND MEETINGS OF MEMBERS

1. MEMBERSHIP Each court location should have at least one member of the DMCMA. The membership classes of the Association shall be as follows:

- **MEMBER** - Any person employed by a court of limited jurisdiction in any management position is eligible for membership upon the payment of dues in accordance with the provisions of Article III, Section 3. Voting is according to Article VIII.

HONORARY MEMBER- Any person in the field of court administration whom the organization wishes to recognize for outstanding achievements may become a member of this class of membership. A person becomes an honorary member after nomination by a member and a majority vote approval of the Executive Board. All past Presidents ~~that-who~~ have retired or left DMCMA are honorary members of this association. Honorary members shall not hold office and shall not vote, but they may serve on committees. They shall not pay dues.

2. APPLICATION FOR MEMBERSHIP Applications for membership shall be submitted to and approved by the Executive Board in accordance with the classifications and requirements set forth in Section 1. The Executive Board may delegate such approval to the Membership chair.

3. SUBSTITUTION OF MEMBERSHIP When public funds have been expended for payment of dues for an individual and such individual leaves his or her position; another manager within the same court may become a member upon approval of the Membership chair as directed by the Executive Board. Said member shall be credited with any prorated unused portion of dues paid. Said membership shall be subject to the provisions of Section 1 herein.

4. TERMINATION OF MEMBERSHIP The Executive Board, by affirmative vote of two thirds of its members, may suspend or expel any member for cause after an appropriate hearing.

5. REINSTATEMENT AFTER TERMINATION Upon written request signed by a member terminated pursuant to Article III, Section 4, and filed with the Secretary, the Executive Board may, by the affirmative vote of two-thirds of the members of the Executive Board, reinstate such terminated member to membership upon such terms as the Executive Board may deem appropriate.

6. DUES Each court may enroll as many members as it deems appropriate, subject to the provision of Article III, Section 1. Dues are to be established annually by the Executive Board. The dues for the following year shall be published on the DMCMA

website. Membership expires on December 31 of each year. If dues are not received by March 1, the member shall be removed from the membership role.

7. BUSINESS MEETINGS The business meeting for the general membership shall be held annually ~~prior to~~before July 1st.

8. EXECUTIVE BOARD MEETINGS Executive Board meetings shall be called by the President at such times and places, virtual and/or in-person, as the President shall determine. Board members shall be notified by email through the DMCMA listserv at least fourteen (14) days ~~prior to~~before the meeting.

9. SPECIAL MEETINGS The President may call a special meeting of the officers to act on behalf of the Association in an emergency; PROVIDED THAT all officers are duly notified of the date, time, and place of said meeting. Said meeting may be by telephonic or virtual conference, or e-mail provided that a written record of the meeting is kept for publication or inspection by the general membership.

ARTICLE IV

EXECUTIVE BOARD

The President of the Association shall be the chair of the Executive Board. A majority of the Board membership shall be necessary to constitute a quorum for the transaction of official business. Executive Board Members are required to attend all board meetings and long-range planning meetings. Absences must be reported ~~prior to~~before the meeting to the President of the Association. The Executive Board shall exercise only such power and control as are necessary and consistent with these bylaws.

The Executive Board shall consist of:

- Officers of the Association
- Regional Directors
- Chairperson(s) of the standing committees.

ARTICLE V

OFFICERS

1. NUMBER The officers of this Association shall be: President, President-Elect, Vice President, Secretary, Treasurer, and Immediate Past President. These officers must be Members in good standing.

2. ELECTION, TERM OF OFFICE, AND QUALIFICATIONS The terms of office shall be one year. All officers, ~~with the exception of~~ **except for** the President and Immediate Past President, shall be elected by ballot at the annual meeting. The office of President will not be voted upon by the membership unless the President-Elect is unable to serve.

Any member in good standing is eligible to be nominated for office. Any member may submit nominees for office to the Nominations Committee for consideration.

The Term of office shall commence on July 1st following each election.

3. VACANCIES Should a vacancy occur in any office except that of President, the Executive Board, by majority vote, shall appoint a member to complete the unexpired term. Should a vacancy occur in the office of President, the President-Elect shall succeed to the presidency, complete the unexpired term, and have the option to serve his or her own term as President.

4. PRESIDENT The President shall have active executive management of the operation of the Association, subject to the control of the Executive Board. The President shall preside at all meetings of the members and at all meetings of the Executive Board. The President shall discharge all the duties incumbent upon the presiding officer and perform such other duties as these bylaws provide or the Executive Board may prescribe. The President shall be the Ex-Officio member of all standing committees and shall report to the Executive Board, advising them on all Association business transacted. The President shall provide for an audit annually and the examination of the Association records and accounts.

5. PRESIDENT-ELECT AND VICE-PRESIDENT In the absence of the President, the President-Elect and Vice-President in order of rank, shall assume the duties of the President. They shall also assume such other duties as are assigned by the President or the Executive Board. The Vice-President will work with the Treasurer in overseeing the association's finances.

6. SECRETARY The Secretary shall keep the minutes of all meetings of the Association and of the Executive Board. Following the annual meeting, the Secretary shall deliver all Association property and records for the previous year to the incoming Secretary.

7. TREASURER The Treasurer shall collect, receive, and have custody of all funds of the Association general budget, and shall deposit such funds in a bank approved by the

Executive Board. The Treasurer will submit a monthly bank reconciliation and financial report to the Vice-President for review and approval. The monthly report shall include:

- A copy of the monthly bank statement
- Expenditures (including receipts and processed reimbursements)
- An updated budget report including revenues and expenditures in detail.

8. IMMEDIATE PAST PRESIDENT The Immediate Past President shall serve as a member of the Executive Board so that the Association may continue to benefit from the experience and knowledge gained during his or her term as President.

ARTICLE VI

REGIONAL DIRECTORS

1. APPOINTMENT AND TERM OF OFFICE Regional Directors shall be members in good standing and appointed by the President-Elect annually from regions designated by the Executive Board. The names of those appointed shall be submitted to the membership at the annual meeting for certification. Their term of office shall be one year, commencing on ~~the July~~ July 1st after the meeting at which they are certified. The Regional Directors shall be responsible for planning and implementing, in conjunction with the Education Committee, the regional education programs in each region. Regional Directors shall be a resource and liaison to their region, providing regular outreach, mentorship coordination, information, and support to those courts within their region. Regional Directors shall report to the Executive Board.

ARTICLE VII

STANDING COMMITTEES

1. COMMITTEES The President-Elect, as hereinafter provided, shall appoint the chair of the standing committees and all other committees as necessary. All committee chairs must be members in good standing. The chair of the following standing committees shall be appointed at or immediately after each Annual Meeting to serve commencing July 1st. Standing committees shall be composed of members of the Association in good ~~standing~~ standing, appointed by the chair of each of the respective committees. The chairs have the authority to create sub-committees as needed. Each chair shall report to the Executive Board. The Association shall have the following standing committees:

- A. Bylaws/Policy
- ~~B. Conference~~
- ~~C. B.~~ Technology

~~D.C.~~ Education/Conference

~~E.D.~~ Membership

~~F.E.~~ Legislative

~~G.F.~~ Diversity, Equity, & Inclusion

~~G.~~ Courts Helping Courts

~~H.~~ Long Range Planning

A. **BYLAWS/POLICY** The Chair and the committee shall review the bylaws of this Association as to their practicality and application. The committee shall also review the needs of the Association for amending or adding to the bylaws and policies.

~~B. **CONFERENCE** The committee shall be responsible for all aspects of court conferences that are unrelated to education. These shall include but are not limited to: hotel contract negotiations, budgeting, accounts payable/receivable, meal planning, and social activities.~~

~~C.B.~~ **TECHNOLOGY** The committee shall be responsible for the publication of Association news, committee reports and distribution to the members. The committee shall be responsible for developing, maintaining and enhancing the capabilities of the DMCMA website.

~~D.C. **EDUCATION/CONFERENCE** The committee shall be responsible for the promotion and development of quality education and training programs for the Association. Additionally, this committee is responsible for the logistical planning and implementation of all aspects of the DMCMA annual conference. planning and development of educational programs.~~

~~E.D. **MEMBERSHIP** The committee shall be responsible for recruiting new members, maintaining membership rolls, and carrying out decisions of the Executive Board relative to eligibility for membership in the Association. The chair shall also be responsible for assuring that each person voting at the annual meeting is qualified to vote pursuant to these bylaws.~~

~~F.E. **LEGISLATIVE/RULES** The committee shall work with the Judges and Court Associations to monitor legislation and court rules as directed by the Executive Board. The co-chairs shall be responsible for keeping the Executive Board advised of pending legislation and court rule changes.-~~

~~G.F. **DIVERSITY, EQUITY & INCLUSION** The committee shall promote the values of inclusion and equity and shall periodically, in conjunction with the Education Committee, review and offer suggestions for continued training or updates to the Associations By-laws, Policies or Procedures.~~

~~H.G. **COURTS HELPING COURTS** The committee shall be responsible for – coordinating requested assistance by another court and facilitating the courts'~~

request(s) and work efforts. The committee will be responsible for the management of the association mentorship program, ~~to include~~including recruiting and providing mentors –to courts seeking support.

H. **LONG RANGE PLANNING (LRP)** The LRP Committee is responsible for identifying and evaluating current and future strategic initiatives and developing a work plan that supports the long-term vision and strategic plan to enhance operations and services.

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ARTICLE VIII

Voting

In any vote to be taken at the annual meeting, only one (1) vote per court location or division will be counted. The single vote for each court location or division must be cast – by a member in good standing, currently employed by that court location or division. A court location or division must have at least one (1) member to be eligible to cast a vote. The election of officers of the Association shall be by ballot at the annual meeting if there is a contested election. If the election is uncontested, a call for a unanimous vote may be made by any member in good standing. Proxy or absentee ballots will be provided upon request. All votes shall be decided by a simple majority unless otherwise provided in these bylaws. Any member in good standing may move for a roll call vote on any issue, except the election of officers, whereupon the Secretary shall call the roll alphabetically by court and shall thereafter tally and record the result.

ARTICLE IX

ORDER OF BUSINESS

The rules contained in the current edition of "Robert's Rules of Order" shall govern all meetings of the Association consistent with these bylaws.

ARTICLE X

Amendments

The bylaws may be amended at the annual meeting of the Association by a majority vote of the members present, provided that copies of the proposed amendments are given in writing to all members before such meeting.

(Revised June, 1996), (Revised March 1999), (Revised March 2001), (Revised May 8, 2001), (Revised May 19, 2004), (Revised May 19, 2005), (Revised March 8, 2006), (Revised June 4, 2007), (Revised October 28, 2008), (Revised May 18, 2009), (Revised May 22, 2012), (Emergency Revision January 15, 2013), (Revised May 21, 2013), (Revised May 18, 2022), (Revised May 9, 2023), (Revised May 22, 2024), (Revised May 2025)