

Rules of Procedure for Sixteenth Judicial District Nominating Commission

Adopted November 19, 1979
(Amended July 21, 1993)

I. Notification and Proposals of Names

- A. Persons may submit to any member of the Commission their own names or the names of others by letter filed by a given date (and members of the Commission may submit the names of others).
- B. Members of the Commission may request persons to permit their names to be considered.

II. Commission Procedures

- A. The Commission shall elect one of its members as the Secretary. The Secretary's term shall be for one year or until a successor is elected.
- B. A quorum for the Commission shall be four voting members. The Commission may act by a majority vote of the voting members present except in the selection of nominees, when it must act by a majority of all voting members, and in interviewing, when it may act through subcommittees of two or more.
- C. Every applicant shall receive and submit a questionnaire substantially in the form prescribed by the Commission.
- D. The Commission may conduct investigations of the personal and professional qualifications of the applicants.
- E. The Secretary shall keep a record of the Commission's official actions. The record shall show when and where meetings were held and persons present at each meeting.
- F. At the time the names of the nominees are presented to the Governor, the Chair shall issue a press release identifying the names of the nominees.
- G. After nominations to fill a vacancy are presented to the Governor, the Secretary shall seal and forward to the Clerk of the Supreme Court the record required by Paragraph II E above. The Clerk shall maintain these materials as a confidential record, to be opened only upon order of the Judicial District Nominating Commission, and then only after approval of a majority of the voting members. Five years after the Governor's appointment to fill a vacancy, the record of the proceedings for that vacancy may be destroyed.
- H. When selecting nominees, the Commission shall give consideration to the following factors and questions, among others, with respect to each applicant:
 - 1. The applicant's integrity and moral courage.
 - 2. The applicant's legal ability and experience.
 - 3. The applicant's intelligence and wisdom.
 - 4. Will the applicant be deliberate and fair minded in reaching decisions?

5. Will the applicant be industrious and prompt in performing the duties of a judge?
 6. Are the applicant's personal habits and outside activities compatible with judicial office?
 7. Will the applicant be courteous and considerate on the bench?
- I. All Commission records, proceedings and business shall be confidential and may not be discussed outside Commission meetings except among Commission members, or as made necessary by II D, and II F above or as required by law.

III. Transmittal to the Governor

- A. At the time nominees for any vacancy are selected by the Commission, it also shall determine the extent of information concerning the nominees which shall be submitted to the Governor and whether any preference among the nominees will be expressed to the Governor.