

Rules of Procedure for Seventeenth Judicial District Nominating Commission

I. Notification and Proposals of Names.

- A. After a judicial vacancy occurs the commission chair shall timely notify each commission member of the vacancy and shall call a meeting of the commission for the purpose of interviewing applicants for the position created by the vacancy. Pursuant to the Colorado Constitution, the commission shall submit the names of nominees to the Governor not later than thirty days after the occurrence of the vacancy.
- B. The chairman shall issue a press release containing the following information:
 - 1. That a vacancy has occurred or is imminent.
 - 2. That 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 that the applications will be kept confidential.

II. Commission Procedures.

- A. The commission shall elect one of its members as 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 majority vote of 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 proposed nominee 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 proposed nominees.
- E. The secretary shall keep a record of the commission's official actions and shall maintain a list of names considered for each vacancy. The record shall show when and where meetings were held and persons present at each meeting.
- F. 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 F above. The Clerk shall maintain these materials as a confidential record, to be opened only upon order of the 17th 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 proceedings for that vacancy may be destroyed.
- G. When selecting nominees, the commission shall give consideration to the following factors and questions, among others, with respect to each proposed nominee:
 - 1. His or her integrity and moral courage.
 - 2. His or her legal ability and experience.
 - 3. His or her intelligence and wisdom.

4. Will he or she be deliberate and fair minded in reaching decisions?
 5. Will he or she be industrious and prompt in performing his or her duties as a judge?
 6. Are his or her personal habits and outside activities compatible with judicial office?
 7. Will he or she be courteous and considerate on the bench?
- H. All Commission records, proceedings and business, including the names of all applicants, shall be confidential and may not be discussed outside commission meetings except among commission members, or as made necessary by II (D) above, II (J) below, or as provided in III (c) below.
- I. The names of the nominees shall be made public when forwarded to the Governor. Public comment may be invited on the qualifications of the nominees.

III. Transmittal to the Governor.

- A. Within thirty days after the tender of resignation of a judge or the death of an incumbent judge the commission shall submit to the Governor the names of nominees for such vacancy in the number required by the Constitution.
- B. The names of the nominees, listed in alphabetical order, shall be hand delivered to the Governor or sent to him by registered or certified mail.
- C. No other information shall be forwarded to the Governor, except that the Commission through a majority of its voting members may be consulted about any nominee by the Governor at his request, and the Commission may furnish to the Governor, at his request, copies of the nominees' questionnaires and other information gathered by the commission during its investigations.

IV. Additions to or amendments of existing rules may be proposed on motion by any member at any meeting of the commission and may be adopted as such meeting.

Amended: 03/19/2019