

Policies and Procedures for the Marion County Judicial Selection Committee

(last updated September 12, 2023)

1. The Chair will call meetings as necessary, and Notice will be provided by staff as required by law. Meetings shall be open to the public except for executive sessions as contemplated by statute.
2. Individuals wishing to be considered for retention or to fill a vacancy shall submit a written application to the Committee on a form developed by the Committee.
3. Applications for retention and vacancies will be available online.
4. Applications for retention and vacancies shall be submitted electronically.
5. The Committee will review applications and materials submitted by those seeking retention or to fill a vacancy in executive session.
6. To foster frank and open discussions, the confidentiality of executive sessions shall be maintained.
7. Interviews of candidates for retention and vacancies shall be held in public meetings.
8. Electronic Attendance at Meetings.
 - a. If the Governor or Mayor has declared a disaster emergency (see IC 5-14-1.5-3.7), all Committee members may participate and vote in meetings, including the interview process, remotely. Additionally, all candidates may participate in the interview process remotely.
 - b. In times with no disaster emergency and pursuant to IC 5-14-1.5-3.5, the Committee provides for participation and voting in its meetings through use of electronic communication with guidelines and limitations.
 - i. A member who cannot be physically present must request authorization from the Chair, or the Vice Chair in the Chair's absence, to participate by electronic communication before the meeting. The Chair shall maintain a record of the date and time of receipt of requests for permission to attend by electronic communication and the disposition of each request.
 - ii. At least fifty (50) percent of members must be physically present.
 - iii. Members appearing by means of electronic communication shall be considered present for purposes of establishing a quorum and may participate in any final action taken only if the member can be seen and heard, without technological failure.
 - iv. Additional limits for individual members are detailed in IC 5-14-1.5-3.5.
9. Interviews will be scheduled for 20 minutes each, except as otherwise permitted by the Chair.
10. Retention Policies and Procedures.

- a. Applications for retention shall be submitted to the Committee by judges seeking retention by the deadline for filing the statement set out in IC 33-33- 49-13.3 (see also IC 3-8-2-4).
- b. The Committee will schedule interviews for those seeking retention beginning in March of years when retention questions will be on the November ballot.
- c. After the interview process, the Committee will meet in executive session to consider its recommendation for each judge.
- d. In a session open to the public, the Committee will vote on its recommendation for each judge.

11. Vacancy Policies and Procedures.

- a. Within a reasonable period of time of being notified of a vacancy, the Committee will announce that it is accepting applications to fill the vacancy.
- b. Applications to fill a vacancy shall be submitted to the Committee within 45 days after the Committee announces that it is accepting applications.
- c. Within a reasonable time after the close of the application period, if the Chair concludes that all applicants should be interviewed, the Office of Judicial Administration staff will conduct a blind draw to determine the interview schedule.
- d. Within a reasonable time after the close of the application period, if the Chair concludes that it may be advisable to not interview all applicants, the Chair will call an initial meeting of the Committee to determine in executive session whether all or a portion of the applicants for the vacancy will be interviewed.
- e. At the initial meeting, in a session open to the public, the Committee will vote on the list of individuals who will be interviewed for a vacancy.
- f. At the initial meeting, the Committee shall establish a schedule for interviewing applicants within a reasonable time.
- g. After the interview process, the Committee will meet in executive session to consider the most qualified candidates to fill a vacancy.
- h. In a session open to the public, the Committee will vote for the most qualified candidates who will be nominated for consideration by the Governor.