

GENERAL ORDER NO. 4

BY-LAWS, JUDGES MEETINGS AND GUIDELINES FOR

GENERAL ORDERS

BY-LAWS - MEETINGS - GENERAL ORDERS

1. The administrative affairs of this Court shall be handled by the Chief Judge (or in his absence the active judge next in seniority) except as otherwise provided by General Orders of the Court adopted as hereinafter set forth.

2. Regular meetings of the judges shall be held, unless pretermitted by the Chief Judge, on the third Tuesday of each month promptly at 12:15 p.m. in the Judges Dining Room; special meetings for stated purposes may be held as called and noticed by the Chief Judge or by any three active judges. A majority of the active judges shall constitute a quorum for the transaction of business. Senior judges are requested to attend all judges' meetings and shall have voice and, unless otherwise ruled by the active judges in particular matters, a vote.

3. Meetings shall be conducted in accordance with Roberts Rules of Order; minutes thereof shall be kept by a secretary elected by the judges; the secretary

acting under the supervision of the Chief Judge or Acting Chief Judge, shall issue meeting notices and meeting agenda, shall be the custodian of all reports and other documents presented at or in connection with judges' meetings, and shall perform such other duties as may be hereafter directed.

4. All proposals amending or affecting the By-Laws of the Court or its Local Rules, or the Assignment Plan, or the Inventory Accounting and Reporting System (the last three as approved by the judges of the Court on August 5, 1969), or affecting the appointment, tenure, powers or operating procedures of court personnel shall be by General Order of the Court and unless otherwise signed by all the active judges, be presented in writing to the Chief Judge not less than one week prior to any regular meeting for inclusion in the agenda or shall be set forth in any call for a special meeting.

5. All such General Orders shall be reduced to writing in final form before adoption and upon adoption shall be attested and signed by the Secretary and the Chief Judge or Acting Chief Judge.

6. All General Orders shall be uniformly headed with an official serial number, the date of adoption and a brief statement of the subject matter and shall

be promptly filed with the Clerk for entry in a permanent "Clerk's Official Record of General Orders of the Court," suitably bound and indexed. One exact copy of each such General Order certified by the Clerk will be similarly kept by the secretary for use at meetings or ready reference by any judge.

7. All other action taken by the judges shall be by resolution. Resolutions shall be similarly but separately headed, filed and maintained by the Clerk and Secretary.

CERTIFICATE

The foregoing General Order was adopted by the judges of the Court in meeting duly assembled on June 13, 1972.