

**Judicial Council of Georgia  
Board of Court Reporting**



**Board of Court Reporting  
Of the Judicial Council of Georgia**

**BYLAWS**

**ARTICLE I: Name and Purpose**

**Section 1.** This Board shall be known as the Board of Court Reporting of the Judicial Council of Georgia.

**Section 2.** The purpose of this Board shall be to act in aid of the judiciary so as to ensure minimum proficiency in the practice of court reporting in this state and to specifically:

- (a) establish rules and regulations to effectively carry out the provisions of the Georgia Court Reporting Act (O.C.G.A. ' 15-14-20 through ' 15-14-35);
- (b) develop and conduct examinations necessary to measure minimum proficiency among those individuals desiring to practice court reporting in Georgia;
- (c) provide a mechanism for continuing education of court reporters certified under the Court Reporting Act;
- (d) to make recommendations to the Judicial Council of Georgia concerning problems and needed improvements for the establishment of an equitable fee schedule for official court reporters in Georgia;
- (e) to take other actions authorized under the Georgia Court Reporting Act to ensure that the practice of court reporting in the courts of Georgia is an integral part of an effective judicial system.

**ARTICLE II: Membership**

**Section 1.** The membership of the Board of Court Reporting of the Judicial Council shall be composed of nine members; five members to be certified court reporters; two members to be representatives from the State Bar of Georgia, who are practicing attorneys in good standing; and two members from the judiciary, one to be a superior court judge and one to be a state court judge. All members shall be appointed by the Judicial Council of Georgia for a term of two years, except that a person appointed by the Judicial Council to fill a vacancy on the Board of a member who resigns or is unable to complete his or her term, shall serve for the remainder of the term of the member originally appointed. Members shall not be eligible for more than two successive terms; however, completing a vacant term shall not preclude a person's appointment for two successive terms on the Board. The superior court judge, one practicing attorney, and two court reporter members shall be appointed in even numbered years, and the state court judge, one practicing attorney, and three court reporter members shall be appointed in odd numbered years. The Judicial Council shall fill vacancies on the Board at any time.

**ARTICLE III: Officers and their Duties**

**Section 1.** The officers of the Board shall be a chair, vice-chair and secretary.

**Section 2. Chair.** The Chair shall call the meetings, notify the members as required, preside at all meetings, name committees, represent the Board with respect to releases to the media and in dealing with private or governmental agencies, and perform such other duties and acts as usually pertain to the office.

**Section 3. Vice-Chair.** The Vice-Chair shall preside at meetings of the Board in absence of the Chair. Upon the death, resignation, or during the disability of the Chair, the Vice-Chair shall perform the duties of the Chair for the remainder of the Chair's term or until a replacement shall have been elected or until the disability ends, whichever first occurs.

**Section 4. Secretary.** The Secretary of the Board shall be the Director of the Administrative Office of the Courts and shall be the custodian of all papers, documents, and other property of the Board, including

money. The Secretary shall keep a true record of all proceedings of all meetings of the Board; shall keep an accurate record of all monies appropriated to, collected and expended for the use of the Board; and shall assist in the preparation of all notices, correspondence, policy statements, and opinions of the Board as directed. The Secretary shall serve in an *ex officio* capacity and shall not have a vote in Board activities. In addition, the Secretary shall perform all other duties as may be assigned, either by the Board or by the Judicial Council.

#### **ARTICLE IV: Nomination and Election of Officers**

Section 1. The Board shall, at the first meeting after July 1 of each year, elect from its members a Chair and Vice-Chair who shall serve until the first meeting following July 1 of the succeeding year or until new officers are elected. The Secretary shall be the Director of the Administrative Office of the Courts.

Section 2. The Secretary shall establish the dates for the first meeting of any new Board appointed by the Judicial Council and said first meeting shall occur within 30 days after the effective date of appointment of the new members.

#### **ARTICLE V: Meetings**

Section 1. Meetings of the Board shall be at such time and place as the Chair may determine or upon written request of three members. The Board shall, in any event, meet no less than four times per year. Notices of all meetings shall be given by the Chair at least seven days in advance thereof. Notice shall include the time and place of said meeting.

Section 2. A majority of the voting members then on the Board shall constitute a quorum.

Section 3. All binding action of the Board shall be by a majority vote of the members present and voting. The Chair shall be a voting member but shall exercise a vote only in the case of a tie vote on an issue.

#### **ARTICLE VI: Committees**

Section 1. There shall be an Executive Committee composed of the Chair, Vice-Chair and one other board member selected by the full Board. The Executive Committee shall have general supervisory charge of the affairs of the Board in the interim between meetings subject to general policy guidelines which may be established by the full Board.

Section 2. It shall be the privilege of the chair to name such other committees as shall from time to time be required. Members of such committees shall serve during the term of, and at the pleasure of, the Chair.

#### **ARTICLE VII: Miscellaneous Provisions**

Section 1. Agendas for meetings shall be the responsibility of the Chair and shall be mailed to all members at least seven days in advance of scheduled meetings. Members who desire to have an item placed on the meeting agenda should communicate this to the Chair prior to the advance date for mailing to other members. Failure to have an item included on the agenda, however, does not exclude it from consideration at the scheduled meeting.

Section 2. These bylaws may be amended at any meeting of the Board by a majority vote of the full membership, subject to ratification by the Judicial Council. Provided however, that notice of said changes to the bylaws must have been mailed to all Board members at least seven days in advance of the meeting date.

Section 3. Members of the Board shall maintain the policies and direction of the Board as a whole in their contacts with the media, other state agencies and the general public.

# **Board of Court Reporting of the Judicial Council of Georgia Officers and Committees**

## **Nomination and Election of Officers**

The Board shall elect a chair and vice-chair who shall serve until the first meeting following July 1 of the succeeding year or until new officers are elected. The secretary shall establish the dates for the first meeting of any new Board appointed by Judicial Council and said first meeting shall occur within 30 days after the effective date of appointment of the new members.

## **Executive Committee**

The committee shall have supervisory charge of the affairs of the board in the interim between meetings subject to general policy guidelines established by the full board. The membership of the Executive Committee consists of the Chair, Vice-Chair, and Member-at-Large that generally represents each classification of court officers appointed to the Board.

## **Board Committees**

The Chair creates standing committees as needed. Members of each shall serve during the term of, and at the pleasure of, the chair.

### **A. Certification**

The purpose of this committee is to establish court reporting standards and criteria; promote the role of the Board and its mission; and mandate continuing education requirements. Additionally, the committee will implement policies for licensure, firm registration, and professional development (see below).

#### *Licensure and Registration Policies*

Oversee the certification rules and regulations, which include, but are not limited to testing protocol, renewal of certificate, and annual firm registration requirements.

#### *Professional Development*

Serve as liaison to the Board of Court Reporters Training Council (BCRTC) and assist with the planning and coordination of the Learning Essentials About Professionalism (LEAP) seminar. Members may attend BCTRC meetings, facilitate seminars authorized by the Board, and provide recommendations for training requirements.

### **B. Publicity**

The primary function is to assist with drafting articles for official publications, i.e. the *Board Brief*, in addition to communicating events and activities to the Board and its stakeholders. Chair serves as liaison the national and state court reporters associations, and seek varying methods to improve communications pathways with court reporting community. The Executive Committee approves any responses made to the news and print media. The Judicial Council Administrative Office of the Courts, under the direction of the Director and Board Secretary responds to news and print media inquiries received by staff.

**C. Rules and Opinions**

Maintain the rules and regulations governing the court reporting profession and recommend advisory opinions from inquiries on the Code of Professional Ethics, statutes, rules or regulations governing court reporting (see below). The Board recommends advisory opinions, and rules and regulations for approval by Judicial Council.

*Regulatory*

Ensures accurate and relevant information located in the Georgia Certified Court Reporters Resource Guide that includes suggested revisions and updates to the rules and regulations, opinions, code sections, case law, appellate rules, fee schedule, and retention schedules.

*Opinions*

Provides for interpretation to the Georgia Court Reporting Act, the Board's Rules and Regulations, Code of Professional Ethics, the fee schedule, opinions, case law, or any related constitutional or court rule related to court reporting or the court record.